



University of Alberta Students' Union

## **FINANCE COMMITTEE**

**Monday, December 11 2017**

**4:30 PM**

**SUB 0-55**

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory.

We are grateful to be on Cree, Dene, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the

University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge and work towards the decolonization of Indigenous knowledges and traditions.

### **AGENDA (FC 2017-09)**

**2017-09/1     INTRODUCTION**

**2017-09/1a    Call to Order**

**2017-09/1b    Approval of Agenda**

**2017-09/1c    Approval of Minutes**

**2017-09/1d    Chair's Business**

**2017-09/2     QUESTION/DISCUSSION PERIOD**

**2017-09/2a    Winter 2018 -Meeting Schedule (Confirmation)**

**2017-09/2b    Golden Bears & Pandas Legacy Fund Receipt**

See FC 2017-09.03

**2017-09/3     COMMITTEE BUSINESS**

**2017-09/3a    PACHES MOVES** to approve the disbursement of the 2017/18 dedicated fee unit disbursement for The Landing Society of Gender and Sexual Diversity.

See FC-2017-09.02

**2017-09/3b    PACHES MOVES** to approve the 2017/18 Student Legal Services dedicated fee unit disbursement as presented.

See FC-2017-09.04 and FC-2017-09.05.

**2017-09/4     INFORMATION ITEMS**

- 2017-09/4a** FC-2017-08 *Meeting Minutes*  
See FC 2017-09.01
- 2017-09/4b** Finance Committee, Landing Report - 2017  
See FC 2017-09.02
- 2017-09/4c** Golden Bears & Pandas Legacy Fund 2017/18 Invoice  
See FC 2017-09.03
- 2017-09/4d** SLS DFU Report (2017)  
See FC-2017-09.04
- 2017-09/4e** SLSOE Global Budget (2017/18)  
See FC-2017-09.05
- 2017-09/5** **ADJOURNMENT**
- 2017-09/5a** **Next Meeting:** TBD.



University of Alberta Students' Union

## FINANCE COMMITTEE

**Monday, November 27, 2017**

**4:30 PM**

**SUB 0-31**

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory.

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University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge and work towards the decolonization of Indigenous knowledges and traditions.

### ATTENDANCE

NAME	PROXY	PRESENT	SUBMISSION OF WRITTEN FEEDBACK (IF ABSENT)
Robyn Paches (Chair)		Y	
Connor Palindat		Y	
James Thibaudeau	Wilson Dolan	Y	
Darren Choi		Y	
Abigail Bridarolli		N	N
Delane Howie		Y	
Habba Mahal		Y	
Monica Lillo		N	N
Ilya Ushakov		N	<p>I have a board meeting during this time so unfortunately will not be able to make it, however I wanted to send my written thoughts.</p> <p>In terms of 2a - Committee Memberships - Students at Large. In my personal opinion I do not see the necessity of students a large on this committee. It is a public committee already and if any students to to join they can. I believe voting right should be reserved to students' council.</p>

			I am also in favour of both APIRG and Student Legal Services DFU disbursements.
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**AGENDA (FC 2017-08)**

**2017-08/1     INTRODUCTION**

**2017-08/1a    Call to Order**

Meeting called to order at **4:32 PM**

**2017-08/1b    Approval of Agenda**

**HOWIE/DOLAN MOVE to approve the agenda.  
7/0/0 CARRIED**

**2017-08/1c    Approval of Minutes**

**PALINDAT/CHOI MOVE to approve the minutes.  
4/0/2 HOWIE/DOLAN Abstain  
CARRIED**

**2017-08/1d    Chair's Business**

**2017-08/2     QUESTION/DISCUSSION PERIOD**

**2017-08/2a    Committee Membership - Students at Large**

PACHES: Discussion in Council re Committee Membership. If it would be appropriate to have unelected individuals to be on the committee, currently in discussion at the committee level. Currently, only elected individuals and councillor designated.

HOWIE: Everyone is invited to committee meetings but cannot vote.

PACHES: If a committee wishes to add SALs as a term of reference, is it appropriate for all committees. We have to make sure it's flexible and reflects the needs of the committees. Wants to see if there's thoughts. Ilya sends his thoughts re this. Please see submission under Attendance above.

PALINDAT: Thinks it will ruin the accountability if SALs vote.

CHOI: Finance needs accountability that comes from an elected councillor not from unelected SAL in comparison to audit.

HOWIE: We had this conversation in policy. I'm not against that in that regard. There's a barrier as to how this person has the knowledge base, inviting certain members of the community - in favor. Wants to bring more voices to the table, as long as consultation is happening. I just don't particularly see how the matters of money and budget, what an unelected individual would provide.

MAHAL: I agree. To be able to vote on things requires certain level of responsibility and accountability. Students put their faith when they elect individuals so to have another individual who does not have the appropriate backing might skew some of the results.

DOLAN: Sounds good to me.

PACHES: I agree with what's been said. I'm not in favor of having voting SALs as part of FC. We're empowered by SC to manager authority, finances of SU. If there's opinions of non-members, they're welcome to join meetings at any time. When it comes to budget, there's a lot of factors that need to be considered so would have to attend SC meetings to understand the context in order to make the year-end budget. The DFU proposal evaluation is all about reading the report and seeing if they're following proper checkpoints. We have capable people who can do that and we don't need to add to that. The consensus would be to not vote SALs to the committee so I'll report that next council meeting.

**2017-08/3**      **COMMITTEE BUSINESS**

**2017-08/3a**      **PACHES/MAHAL MOVES** to approve the 2017/18 Alberta Public Interest Research Group DFU disbursement.

**VOTE**  
**5/0/1 Dolan Abstains.**  
**CARRIED**

See FC-2017-08.02 to FC-2017-08.09

PACHES: Operational DFU up for renewal. This DFU has been quite good as well as SLS' report. The main bylaw that we're worrying about is when you go to SU website, bylaw 6200, section 4, subsection 2, 5 points. Will go over each point and see if everyone agrees that this has been met in that report.  
Reads Subsection 2. One other point - schedule that has the mandate.

Did we see a satisfactory budget as to how the funds will be spent?  
Everyone agrees.

Audited FS?

EVERYONE: Yes

Evidence of contract w/ SU, contract w/ white matter for elections on pg. 42 of the agenda.

Evidence they're fulfilling the mandate as described. (Reads APIRG mandate) Do

we feel they're fulfilling their mandate?

- Everyone agrees -

Do we feel the report was satisfactory or do we need more info? Are we happy to give them more money?

CHOI: comprehensive

HOWIE: It's truly is, it seems like they're so in-depth with everything they're doing.

PALINDAT: It seems like they're under control.

**2017-08/3b PACHES/CHOI MOVES** to approve the 2017/18 Student Legal Services DFU disbursement.

See FC-2017-08.10

PACHES: I won't introduce this one as in-depth but this is the report for SLS. If you're not aware of what they do, they're one of the lower, not as public facing or as visible as the DFU because they serve another diff function. They provide pro bono support to NFP groups and some students. Originally formed by the law faculty, essentially provide summarized versions of specific laws. They have a 4 page booklet on tenant rights. I'll do the same procedure as last time.

Is everyone satisfied with their budget as how funds will be spent? Looks good.

Audited FS? Looks good and legit.

Evidence of compliance of contract? I don't think SLS as contracts with us. They're based out of a building on ECV, don't have tenant agreement with us. We don't do their payroll.

Evidence of fulfilling mandate? (Reads SLS Mandate) Do we feel this report shows they're following?

HOWIE: it's a broad mandate so sure.

PALINDAT: They included an overview of everything, looks legit, I believe them. Very detailed.

HOWIE: I don't get this CSJ federal budgeting money. Do they get that funding in their budget?

PACHES: Could be. I don't know that detail.

PALINDAT: Everything is in depth except the budget.

HOWIE: They explain everything lower down. Just a couple of them that I don't know what CSJ Federal means.

PALINDAT: Do they not have expenses?

HOWIE: Is STEP the employment program? They have a few expenses listed - salary expenses, etc on p. 70.

PACHES: Not really a budget though.

PALINDAT: Just a list. What's ALF? What falls under this? I feel like they should be writing this down.

MAHAL: They have more detail of the budget.

HOWIE: That wasn't projected at all. I guess that's what we're missing from them.

PACHES: I think we need more for budgeting.

CHOI: Where is their budget?

PACHES: I agree. Good catch. I will email them to request projected budget.

HOWIE: We just need to know what those numbers mean.

PALINDAT: I'd like to see more detail.

PACHES: They're using "budget" but it's not a budget. That's just revenue.

HOWIE: I would love to know if they're providing services in French if they're getting paid for this.

PACHES: You can email them.

**VOTE**

**0/6/0 MOTION FAILED**

**2017-08/4**     **INFORMATION ITEMS**

**2017-08/4a**     FC-2017-07 *Meeting Minutes*

See FC-2017-08.01

**2017-08/4b**     Alberta Public Interest Research Group (APIRG) - Annual Report (2015/16)

See FC-2017-08.02

**2017-08/4c**     APIRG 2016/17 - Budget (2016/17)

See FC-2017-08.03

**2017-08/4d** Letter of Introduction - Finance Committee

See FC-2017-08.04

**2017-08/4e** Statement of Contracts with the Students' Union - 2016/17

See FC-2017-08.05

**2017-08/4f** APIRG Audited Financial Statements, as of April 30, 2016

See FC-2017-08.06

**2017-08/4g** APIRG Board Meeting Minutes - September 7, 2016

See FC-2017-08.07

**2017-08/4h** 2016 APIRG Annual General Meeting

See FC-2017-08.08

**2017-08/4i** APIRG Elections Contract - 2014-2016

See FC-2018-08.09

**2017-08/4j** Student Legal Services (SLS) - DFU

See FC-2017-08.10

**2017-08/5** **ADJOURNMENT**

**2017-08/5a** **Next Meeting:** Monday, December 11, 2017 at 4:30PM in **SUB 0-31**.

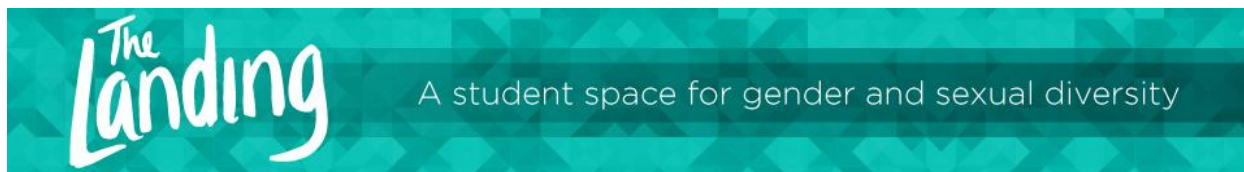
Meeting adjourned at 4:55 PM.

PACHES: I'll keep this meeting even if it's after classes just in case we get more DFUs.



## **SUMMARY OF MOTIONS**

<b>MOTION</b>	<b>VOTES</b>
<b>HOWIE/DOLAN MOVES</b> to approve the agenda.	7/0/0 CARRIED
<b>PALINDAT/CHOI MOVES</b> to approve the minutes.	4/0/2 HOWIE/DOLAN Abstained CARRIED
<b>PACHES/MAHAL MOVES</b> to approve the 2017/18 Alberta Public Interest Research Group DFU disbursement.	5/0/1 DOLAN Abstained CARRIED
<b>PACHES/CHOI MOVES</b> to approve the 2017/18 Student Legal Services DFU disbursement.	0/6/0 FAILED



November 29, 2017

Re: Financial Submission for DFU Reporting

Dear Students' Union Finance Committee,

On behalf of the Board of Directors for the Landing Society, I confidently submit the following items for your review and approval, as per Students' Union Bylaw 6200, Section 4:

- The Landing's DFU budget for May 2017 – April 2018
- The Annual Report and audited financial statements for May 2016 – April 2017 approved at our November 7, 2017 Annual General Meeting
- A copy of our tenancy agreement with the Students' Union
- The Board of Directors' Terms of Reference
- A summary of programming and board initiatives launched or underway during the current fiscal year
- The Landing's Program Evaluation Framework
- The Landing's Volunteer Training Evaluation Report
- The Landing's first monthly Program Metrics report

In his report to the Finance Committee last year, former Board Chair Cody Bondarchuk stated that there was a projected deficit of \$10,119 for the 2016-17 fiscal year. This deficit was ultimately \$18,899, but was entirely covered by the \$24,942 the Landing had in reserve funds. The Landing now has \$6,043 remaining in its reserve, as you will see in our audited financial statements. As Cody mentioned, the Landing board last year updated its financial policies in order to prevent future misspending, and our current budget has no projected deficit.

As a result of the previous fiscal year's overspending, the Landing's budgets have been split between the DFU and Government of Alberta's Human Resources grant. I have enclosed the DFU budget for May 2017 – April 2018.

The Landing has undergone significant transitions in the past year, as a result of two of our staff members last year leaving the organization. We have hired two new staff, a full time Landing Coordinator, Katie Ring, and a part-time Office Administrator, Chen Kang. They have spent their first three months at the Landing developing and delivering a range of programming, support tools, communication platforms and more. Meanwhile, the Board itself has been undertaking work on developing a strategic plan and other structural supports that will ensure the stability and operations of the Landing going forward. I have enclosed a summary of the tasks already undertaken by the Landing's staff and board, as well as those planned for the rest of this fiscal year in support of our mandate.

Aside from budgeting challenges that were addressed by the previous board, the Landing has struggled with collecting proper metrics to demonstrate that we are fulfilling our mandates and that the Landing's programs are effective at furthering our mission. Unfortunately, we are not able to provide any metrics on program usage or growth for the 2016-17 fiscal year. Our Office Administrator, Chen Kang, is a University of Alberta student with significant experience in program analysis and evaluation. I have attached both the landing's

current Program Evaluation Framework and the first monthly Program Metrics report, demonstrating the Board's ongoing commitment to providing ongoing evidence of our work to fulfill our mandate.

I have also enclosed a copy of our Board's Terms of Reference and our tenancy agreement with the Students' Union for our space in the Students' Union Building. That agreement ends in August 2018, and we look forward to negotiating a new lease with the Students' Union.

I joined the Board in April 2017, and my time on the Board has certainly been challenging. However, I believe the Landing is a valuable resource on campus and is well on its way to confronting the challenges of being a very new organization. Please do not hesitate to contact me if you have any questions or require additional documentation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alix Kemp', with a stylized flourish at the end.

Alix Kemp  
Chair, Board of Directors

**The Landing Society**  
**950 DFU Budget: May 1, 2017 through April 30, 2018**

<b>Revenue</b>		
6010-000	Student Fees	89,211.00
	<b>Total Revenue</b>	<b>89,211.00</b>

<b>Expenses</b>		
<b>Opt-Out</b>		
6010-000	Opt-Out	4,000.00
	<b>Total Opt-Out</b>	<b>4,000.00</b>
<b>Staff Costs</b>		
8111-000	Salaries	27,167.00
8111-000	CPP Salary	1,204.00
8132-200	EI Salary	609.00
8143-200	WCB Salary	99.00
8141-200	Benefits Salary	1,480.00
8146-200	Education Benefit Salary	1,500.00
8110-000	Hourly Wages	21,840.00
8132-100	CPP Hourly	1,067.00
8143-100	WCB Hourly	68.00
8113-100	Vacation Hourly	983.00
8114-000	Stat Holiday	917.00
	<b>Total Staff Costs</b>	<b>57,430.00</b>
<b>Fees</b>		
8722-000	Audit Fees	2,700.00
8840-200	Cleaning Service	3,000.00
8721-000	Professional Fees	3,150.00
8931-000	Credit Card Annual Fee	120.00
	<b>Total Fees</b>	<b>8,970.00</b>
<b>Maintenance</b>		
8211-900	Maintenance and Repairs	200.00
	<b>Total Maintenance</b>	<b>200.00</b>
<b>Recruitment</b>		
8165-100	Recruitment (Hourly Staff)	225.00
8165-200	Recruitment (Salary Staff)	150.00
8165-400	Recruitment (Volunteer Training)	750.00
	<b>Total Recruitment &amp; Training</b>	<b>1,125.00</b>

<b>Supplies</b>		
8230-100	Office Supplies (Computer)	1650.00
8230-200	Office Supplies (Other)	360.00
	<b>Total Supplies</b>	<b>2,010.00</b>
<b>Marketing</b>		
8233-100	Internal Advertising (Media)	1,750.00
8322-000	Internal PR	800.00
8333-000	Volunteer PR & Board Development	750.00
	<b>Total Marketing</b>	<b>3,300.00</b>
<b>Printing</b>		
8412-000	Internal Printing	590.00
8422-000	Internal Duplication	60.00
	<b>Total Printing</b>	<b>650.00</b>
<b>Communication</b>		
8650-000	Telephone	360.00
8655-000	Postage	60.00
	<b>Total Communication</b>	<b>420.00</b>
<b>Production</b>		
8516-000	Production Costs	7,980.00
	<b>Total Production</b>	<b>7,980.00</b>
	<b>Total Expenses</b>	<b>86,085.00</b>



ANNUAL  
REPORT  
**2016-17**

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*THE LANDING  
SOCIETY  
FOR GENDER  
& SEXUAL  
DIVERSITY*

*The Landing's mandate is to provide services and safe spaces for LBTTQPIANNU+ students, as well as their supporters, friends, families and loved ones, and to promote gender equity on a broad scale through education and outreach.*



# CONTENTS

*Annual Report for the  
Landing Society for Gender  
& Sexual Diversity*

## **INTRODUCTION**

HELLO

4

WHO WE ARE

7

WHY WE EXIST

8

## **YEAR IN REVIEW**

OVERVIEW

12

VOLUNTEERS

13

DROP-IN

14

EDUCATION

15

EVENTS

16/17

## **PROGRAMMING**

18/19

GBVPP

20/21

FINANCES

22/23

## **THE YEAR AHEAD**

EVOLUTION

26

WHAT'S NEXT?

27

BUDGETS

28/29

THANK YOU

30

## **APPENDIX**

AUDITED FINANCIALS

32



*Greetings from the Board of Directors  
of the Landing*

The past year has been a period of immense change and transition for the Landing. Since February, we've had an almost complete turnover of both our Board and our staff. Like many of our current Board members, I first joined the Landing just six months ago. I was elected Chair at the first board meeting I attended, and have spent my time since then trying to balance a host of competing responsibilities.

Change in any organization comes with many challenges, but just as many opportunities. For the Landing, we have the opportunity to start with fresh perspectives and renewed energy. I am incredibly proud of the work this board has done over the past six months, and grateful for the foundation laid for us by previous staff, volunteers and Board members.

I am also very pleased to welcome our two new staff members: Katie Ring as Landing Coordinator, and Chen Kang as our Office Administrator. Since joining us in September, Katie and Chen have worked incredibly hard to build frameworks that will allow the Landing to thrive and continue supporting students.

Before getting into the bulk of the report, I'd like to make a couple notes about its contents. First: this report covers the fiscal year of May 1, 2016 until April 30, 2017. Since most of the current staff and board of the Landing weren't with the organization at that time, piecing together everything that was done over the year has been a bit of a challenge! Please forgive us if we've missed anything. Further, while the report is focused on the last fiscal year, you will also find some information that covers the current year, including projects and plans that are currently underway.

Second, a note on language: preferred terminology tends to be in flux, and the terms used in the report aren't always consistent. Terms you might see include:

- LGBTTTQQPIANU+ (Lesbian, Gay, Bisexual, Trans, Two-Spirit, Queer, Questioning, Pansexual, Intesex, Asexual, Non-binary, Unlabelled and more)

- LGBTQ\* or LGBTQ+ (Lesbian, Gay, Bisexual, Trans, Queer and more)
- LGBTQ2S\* (Lesbian, Gay, Bisexual, Trans, Queer, Two-Spirit and more)
- Queer
- Gender and sexual minorities

These terms are all used relatively synonymously to refer to the entire community of individuals who identify "somewhere under the rainbow." We recognize that the term "queer" in particular can be controversial, but the term does appear in the titles of some of our programs, selected by volunteers and/or facilitators. We are continually striving to improve our language and welcome any advice or feedback.

I'd also like to take a moment to acknowledge that the University of Alberta and the Landing itself are located on Treaty 6 land, the traditional territory of First Nations (Cree, Salteaux, Blackfoot, Nakota Sioux) and Métis people. This land is also Papaschase Cree territory. The Landing is very grateful to be able to operate in this space, but we remain deeply concerned by the ongoing colonial violence faced by Indigenous peoples. That has special relevance given the Landing's work in gender and sexual diversity, and the colonial erasure of Aboriginal two-spirited identities.

As a final note, I extend my heartfelt gratitude to the Landing's current and past Board members, officers, staff, and volunteers. Thank you for everything you have done for this organization, and thank you to everyone who has supported us over the past three years. We look forward to a wonderful future together.



**ALIX KEMP**  
Chair of the Board of Directors

*Directors & Officers of the Landing:*

*Alix Kemp, chair & director*

*Bryan Mortensen, vice-chair & director*

*Cassalina Robertson, secretary & director*

*Chris Henderson, director*

*Holly Detillieux, director*

*Ilya Ushakov, director*

*Krystal Maher, director*

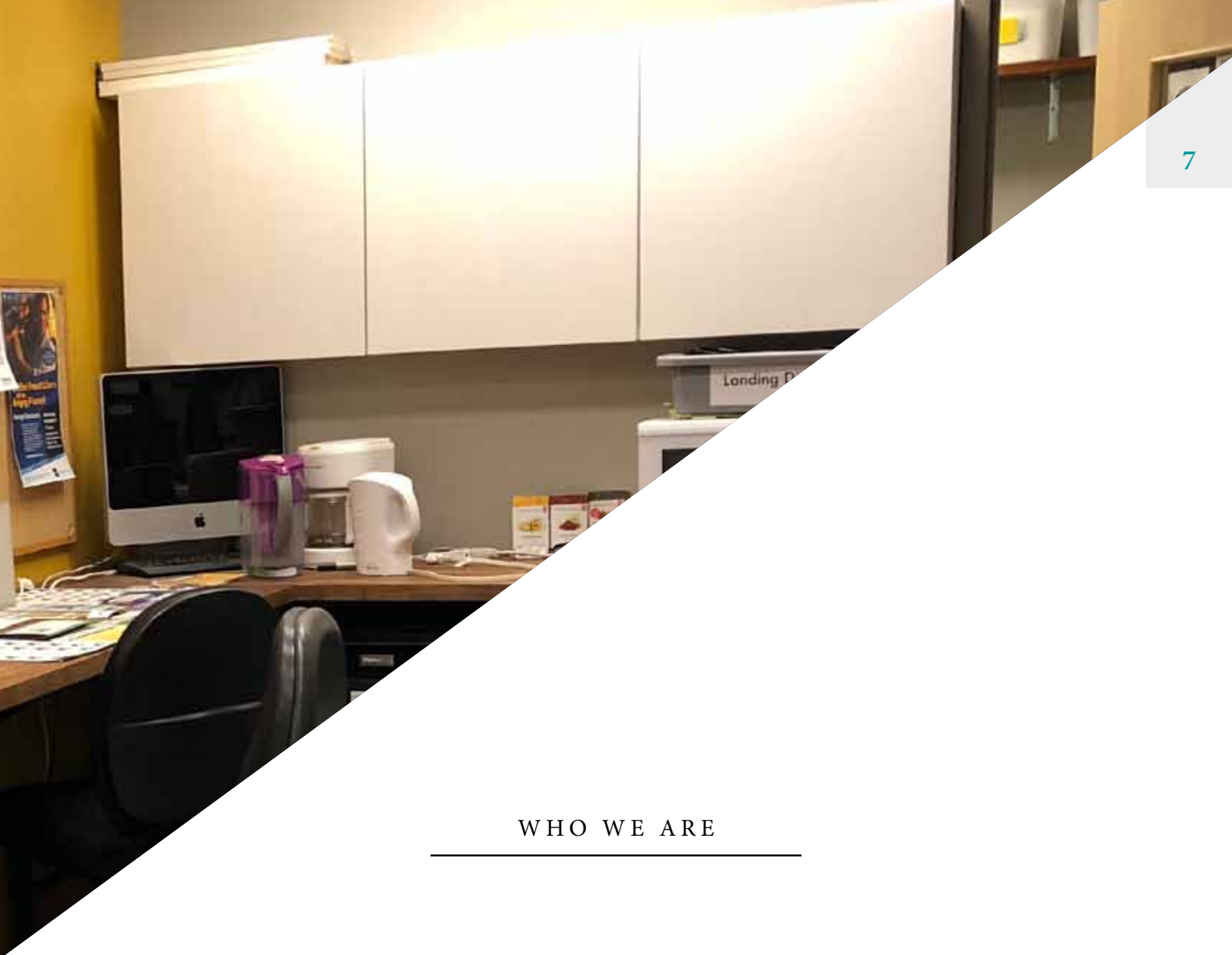
*Srosh Hassan, director*

*Tim Riordan, treasurer*



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## WHO WE ARE

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It's been three years since the Landing first opened its doors in October of 2014. The organization was initially launched by the University of Alberta Students' Union thanks to the advocacy efforts of a group of students, including student leaders Linh Lu and Nicolas Diaz, who pointed to numerous studies highlighting the need for more services for LGBTTTQQPIANU+ students on campus.

In 2015, the Landing became an independent organization following a successful DFU referendum campaign that awarded it direct student funding.

The Landing's current mandate is the following:

1. To offer support for gender and sexual diversity at the University of Alberta and related communities;
2. To support LGBTTTQQPIANU+ communities and individuals, as well as their supporters, friends, families, and loved ones;
3. To promote gender equity on a broad scale, and to advocate for the safety and acceptance of individuals of all gender and sexualities in campus life; and
4. To offer a safe space to LGBTTTQQPIANU+ individuals, as well as workshops, educational sessions, and outreach activities for all persons.

The Landing is currently made up of its Board of Directors, which provides leadership, direction and strategic oversight to the organization; its staff, who support the Landing's programs; and finally, its dedicated volunteers, who provide support and assistance to visitors and work on a variety of projects.

It's difficult to say precisely how many LGBTTTQQPIANU+ students attend the University of Alberta. However, surveys of both University of Alberta students<sup>1,2</sup> and post-secondary students across the country<sup>3</sup> indicate that potentially as many as 16 to 20% of students identify as gender or sexual minorities.<sup>4</sup>

What is certain, however, is that students who belong to the LGBTTTQQPIANU+ community are particularly vulnerable. Lesbian, gay and bisexual youth are more likely to consider or attempt suicide than their heterosexual peers, and are also likely to indicate that their suicidal thoughts or actions are tied to their sexual orientation<sup>5</sup>. Trans youth are also vulnerable, with one study finding that trans people ages 16-24 in Ontario attempt suicide at a rate *three times* higher than that of trans adults, and more than *six times* that of the general population.<sup>6</sup>

1 Victoria DeJong, Shane Scott, Tristan Turner and Surma Das, "Identity Matters! A study of undergraduate involvement and leadership in student government at UAlberta," (2017), 6.

2 L. Kinkartz, K. Wells and A. Hillyard, "Safe spaces campus climate report: Gauging the environment for sexual and gender minorities at the University of Alberta," (2013), 16-17.

3 American College Health Association, "American College Health Association-National College Health Assessment II: Canadian Reference Group Data Report Spring 2016," (2016), 55-56.

4 While these surveys can give us a rough estimate, all these surveys relied on self-selection, which may result in somewhat biased data.

5 A.R. D'Augelli, S.L. Hershberger and N.W. Pilkington, "Suicidality patterns and sexual orientation-related factors among lesbian, gay, and bisexual youths," *Suicide and Life-Threatening Behaviour* 31 no. 3 (2001), 255-256.

6 Greta R. Bauer, Jake Pyne, Matt Caron Francin and Rebecca Hammond, "Suicidality among trans people in Ontario: Implications for social work and social justice," *Service social* 59, no. 1 (2013), 40.

At the University of Alberta, gender and sexual minority students are more likely to feel uncomfortable expressing their sexual orientation or gender identity to other students. They also express concerns about being subject to derogatory comments, isolation, physical intimidation and other forms of discrimination.<sup>7</sup>

Supportive services like the Landing are key both to providing LGBTTTQQPIANU+ youth with the tools and resources to build resiliency, and to building a campus environment where gender and sexual minority students feel safe, welcome and accepted.

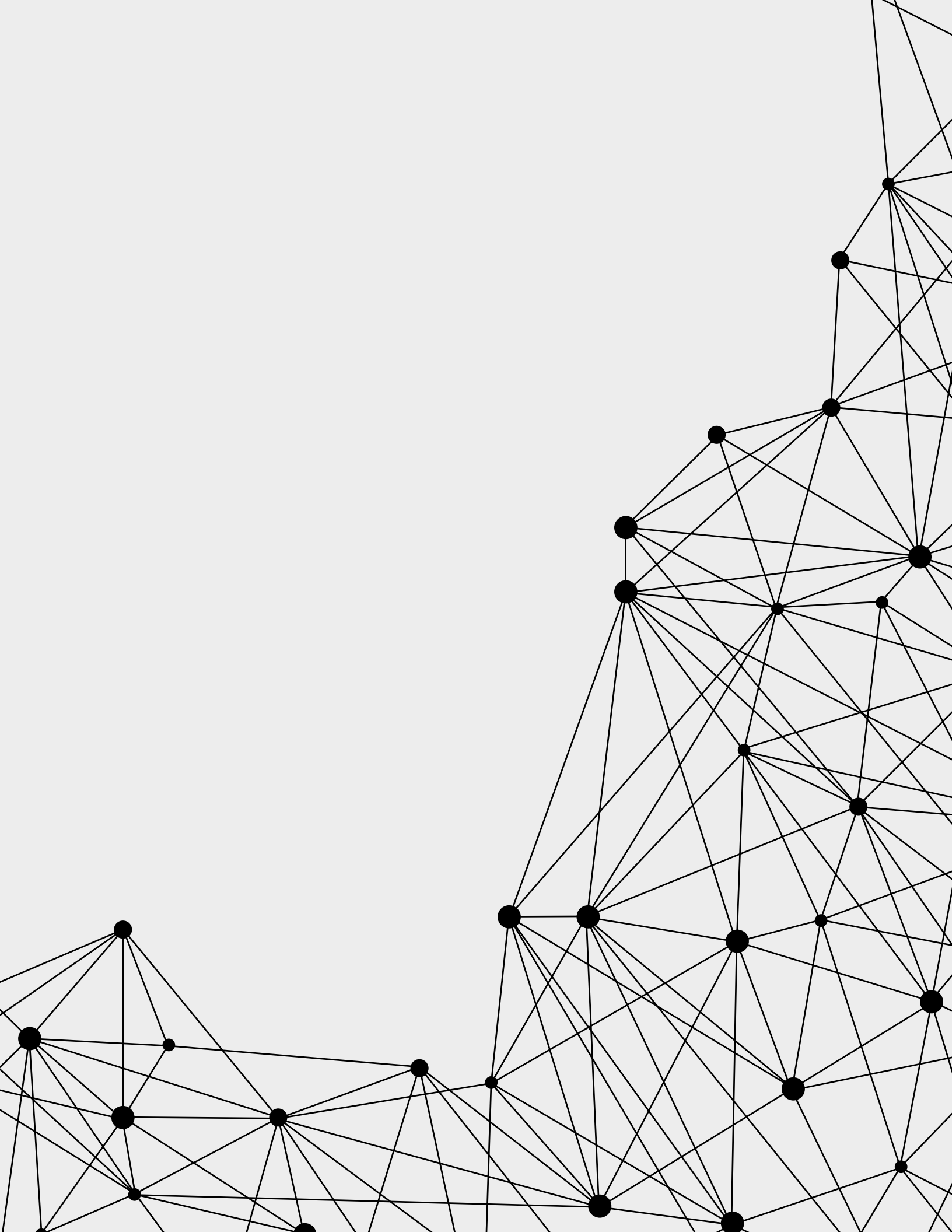
Research demonstrates that social support from peers has protective effects against depression and suicide.<sup>8</sup> By providing a safe, comfortable environment where LGBTTTQPIANNU+ youth can connect with a supportive social group, the Landing can reduce the risks that those students experience on campus, helping them to build social supports and resiliency.

Further, the Landing's educational programming helps create a safe space that extends past the organization's door to make more of campus safe and welcoming for gender and sexuality minorities, ensuring that in the future, students will be able to find supportive peers everywhere at the University of Alberta, and eventually across Edmonton, Alberta and Canada as a whole.

7 Kinkartz et al, 24-25, 28-29.

8 Brent Teasdale and Mindy S. Bradley-Engen, "Adolescent Same-Sex Attraction and MentalHealth: The Role of Stress and Support," *Journal of Homosexuality* 52, no. 2 (2010), 301.







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YEAR  
IN REVIEW

MAY 2016 – APRIL 2017

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# ANNUAL OVERVIEW

For most of the 2016/17 year, the Landing had the following staff:

- One full-time Educutive Director
- One part-time Volunteer Coordinator
- One full-time Gender-Based Violence Prevention Program Coordinator

In addition to its staff, the Landing also had between 15 to 25 active volunteers over the course of the year.

The Landing's services over the year are as follows:

- Volunteer Program
- Drop-in Space
- Education Program
- Events
- Recurring Programming
- Gender-Based Violence Prevention Program

As of March 2017, the Landing no longer has an Executive Director. The Board of Directors has transitioned from a *Policy Governance* structure (in which the board establishes policy, and the Executive Director manages all operations) to a *Administrative Governance* structure (in which the board both establishes policy and is responsible for managing the organization) supported by a full-time Landing Coordinator and part-time Office Administrator.

The Landing received no additional grants or donations during the 2016/17 year.

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*The following pages provide more details about the Landing's programs in 2016/17.*

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# VOLUNTEER PROGRAM

## ABOUT THE VOLUNTEER PROGRAM

One of the key aspects of the Landing's programming is the Volunteer Program, without which most of the organization's other efforts would not be possible. In 2016/17, the Landing Volunteers were supervised by the Executive Director and Volunteer Coordinator. While individual volunteers often serve on multiple teams, volunteers can serve in several "teams" including Communications, Education, Events and Support. Each team has a volunteer Team Leader and receives support from the Landing's paid staff.

## VOLUNTEER TRAINING

Because Landing volunteers frequently work with vulnerable populations at the University of Alberta,

they receive a great deal of training. The 2016/17 training program was overseen by the Executive Director and Volunteer Coordinator, with guest sessions from several campus services. Topics covered included: anti-oppression and intersectionality, gender and sexual diversity, active listening, resources and referrals, and suicide intervention.

## VOLUNTEER BENEFITS

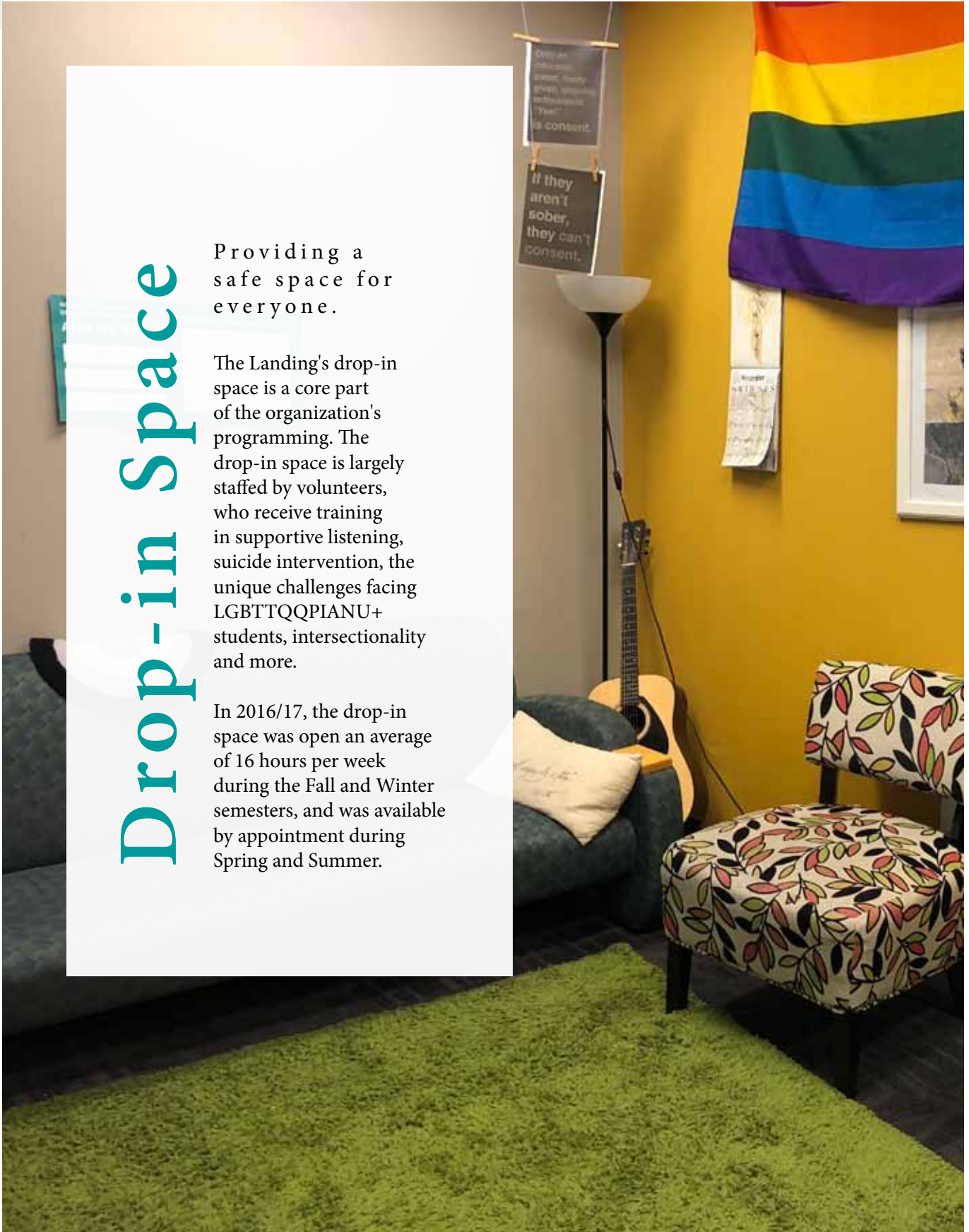
We are endlessly grateful to our volunteers, and do our best to ensure that our volunteers benefit from their service as much as possible. Volunteer benefits include professional development opportunities, free certification in QPR suicide intervention, as well leadership training and mentorship. The Landing also hosts volunteer recognition events to celebrate the accomplishments of our volunteer team.

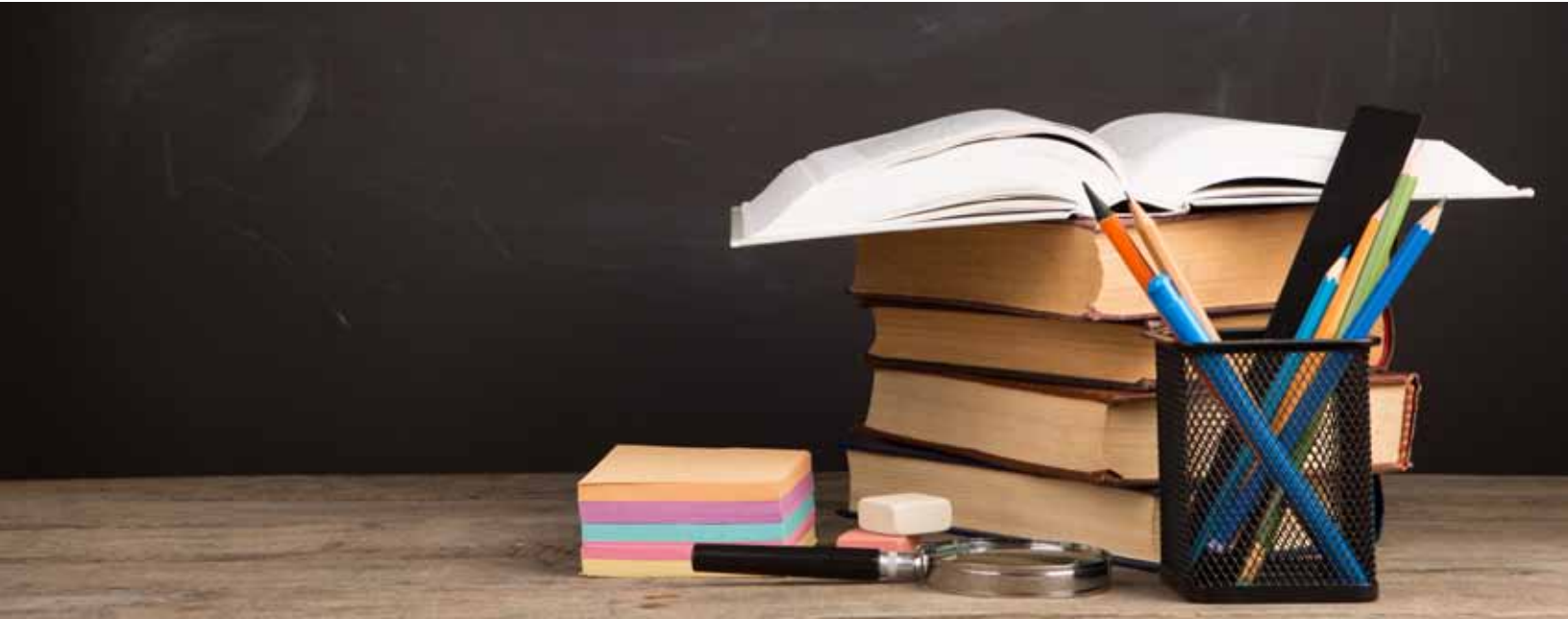
# Drop-in Space

Providing a safe space for everyone.

The Landing's drop-in space is a core part of the organization's programming. The drop-in space is largely staffed by volunteers, who receive training in supportive listening, suicide intervention, the unique challenges facing LGBTTQQPIANU+ students, intersectionality and more.

In 2016/17, the drop-in space was open an average of 16 hours per week during the Fall and Winter semesters, and was available by appointment during Spring and Summer.





4

EDUCATION  
VOLUNTEERS

20

TOTAL  
EDUCATIONAL  
PRESENTATIONS

More than 2500

INDIVIDUALS  
REACHED

## EDUCATION PROGRAM

A major part of the Landing's work is to provide educational workshops on campus and in the wider community. Presentation lengths vary from two minutes to an hour or more, and cover topics including gender theory, gender and sexual diversity, pronouns, creating an inclusive environment and related topics.

Landing volunteers and staff gave 20 total educational presentations last year, including to the following groups:

- Alberta Student Leadership Summit
- University of Alberta Community & Community Recreation
- Engineers Without Borders XChange Conference
- University of Alberta International House
- Sustainability Awareness Week
- Classroom presentations reaching approx. 2000 students

## ABOUT OUR EVENTS

Landing events tend to fall into two categories: events organized or co-organized by the Landing, and community events where the Landing participates in an official capacity. Some events attended by volunteers and staff are not included in this list.

## WHO ORGANIZES OUR EVENTS?

Depending on the type of event, Landing events may be organized by staff, volunteers, or the Board of Directors itself. The Board generally concerns itself with fundraising events, while social, educational or advocacy events tend to be led by staff and/or volunteers.

## WHAT'S NEXT?

So far in 2017/18, the Landing has already participated in the Edmonton Pride Festival, UASU's Family Orientation, Week of Welcome and iSMSS's Week of Liberation. Expect more advocacy events throughout the year, and an increased focus on fundraising from the Board.

# 2016-17 EVENTS AT A GLANCE

- Edmonton Pride Festival & Mayor's Pride Brunch
- Queer Women & Trans Festival
- UASU Family Orientation
- Week of Welcome & Service Fair
- Rainbow Welcome
- Cake Day
- Diversity & Inclusion in Sports Panel
- Trans Day of Remembrance
- Alberta Student Leadership Summit Keynote
- Intersection of Queer Symposium

## JUNE 2016

The Landing participated in the Edmonton Pride Festival alongside OUTreach. Representatives from the Landing also attended the annual Mayor's Pride Brunch in support of Camp Fyrefly.

Also in June, the Landing hosting a zine build at the Edmonton Queer Women & Trans Festival and March at the Oliver Community League Hall.

## JULY 2016

The Landing participated in the Students' Union's Family Orientation program, providing information about the organization and the LGBTQ+ community on campus to students and their parents

## SEPTEMBER 2016

The Landing participated in Week of Welcome and the Services Fair, providing information about the organization and its services to new and returning students on campus.

The Landing also took part in Rainbow Welcome alongside ISMSS and OUTreach. Events included a safe spaces workshop, "Get the Scoop!" informational event in collaboration with OUTreach, an involvement fair, a free BBQ and open house for the Landing space, and more.

## OCTOBER 2016

The Landing celebrated Asexuality Week by holding a "Cake Day" event, in which visitors could come by for a slice of cake and receive information about asexuality.

## NOVEMBER 2016

The Landing hosted a Diversity & Inclusions in Sports discussion panel, which included Olympic bronze-medallist rugby player Jen Kish and Alissa Overend, an Associate Professor of Sociology from MacEwan University.

In honour of Trans Day of Remembrance (November 20), the Landing created a light installation on campus.

## JANUARY 2017

The Landing co-sponsored Jack Saddleback's keynote speech at the Alberta Student Leadership Summit (ASLS). Saddleback is a Cree Two-Spirited Transgendered Gay Man, and the first elected transgender Students' Union president at the University of Saskatchewan. His discussion of embracing two spirits, conquering mental health and finding one's identity reached more than 200 students from across the province attending ASLS.

## MARCH 2017

The Landing co-hosted the Intersections of Queer Symposium (IQS). IQS celebrates and explores the intersections and nuances of LGBTQ2S\* identities and queer politics, and featured a variety of workshops on topics including body autonomy and the criminalization of sex, podcasting, community organizing, and more. The featured keynote was a talk by Che Gosett on queer and trans legacies of resistance.

## ABOUT OUR PROGRAMS

The Landing runs a variety of recurring programs, scheduled on a weekly or monthly basis. Most programs concepts and names are suggested by staff, volunteers or external partners. While the majority of our programs are open to anyone, some of our programs are closed and only accessible to certain individuals within the LGBTQ+ community who need additional support.

## ABOUT OUR FACILITATORS

Our programs are often facilitated by staff or volunteers. In some cases, a volunteer from outside the Landing may facilitate the program. Volunteer facilitators are generally not paid, although this is something the Landing may explore changing as our budget allows.

## WHAT'S NEXT?

Some of the programs listed to the right are no longer offered, or have undergone dramatic changes. We'll cover some of the changes later in this report.

# 2016-17 RECURRING PROGRAMS AT A GLANCE

- Ambassador Program
- Creative Jams
- LGBTQ\* & Allies Hockey Team
- Queerness & Faith
- Queer Yoga
- Shades of Colour
- Spectrum / Rainbow Peers
- Trans Meet Ups

*Have an idea for a new program, or miss a program we used to run? The Landing is always seeking volunteers to facilitate recurring programming.*

### AMBASSADOR PROGRAM

During the summer of 2016, the Landing ran the "Ambassador Program," which saw volunteers working with local community organizations to provide resources on the LBTTQPIANU+ community. The Ambassador Program was facilitated by Rohan Dave.

### CREATIVE JAMS

For the 2016/17 year, the Creative Jams program was predominantly facilitated by Devon Beggs from Harcourt House. Workshops were held on a variety of different artistic mediums, including surrealist drawing, watercolour painting, cross-stitch. Creative Jams met weekly on most Thursdays.

### LGBTQ\* & ALLIES HOCKEY TEAM

Co-sponsored by the Landing and the Institute of Sexual Minority Studies & Services, the LGBTQ\* & Allies Hockey Team provides a supportive and safe environment for LGBTQ players and allies to play intramural hockey at the University of Alberta. Facilitated by Colleen Pirie and Parker Leflar.

### QUEERNESS & FAITH

This weekly discussion group met weekly on Tuesdays to discuss the intersections between queerness, LGBTQ\*, spirituality, faith and religion. This program is a collaboration between the Landing and Faith Lift Campus Ministry, and was facilitated by Chaplain Denise Davis Taylor and volunteer JD Murray. Topics of discussion included harmful binaries, allyship, querying god, love in queer theology and more.

### QUEER YOGA

During June and July 2016, Pippa Feinstien facilitated Queer Yoga on Mondays in the Education North building in order to create a supportive, inclusive and comfortable environment for participants to connect with their bodies and explore the intersections between Hatha yoga and sexual/gender diversity.

### SHADES OF COLOUR

This discussion group for QTIBPOC (Queer, Trans, Indigenous, Black and People of Colour) provided a supportive space to meet at a community location (Massawa Cafe) and discuss racism, resilience and related topics. Shades of Colour was facilitated by Rohan Dave and Luce Hua.

### SPECTRUM / RAINBOW PEERS

In January 2017, "Rainbow Peers" transitioned into "Spectrum," a conversation space facilitated by Landing volunteers. Spectrum met weekly on Wednesdays.

### TRANS MEET UPS

A social discussion group for trans-identifying and gender non-binary individuals, Trans Meet Ups met weekly on the third Monday of the month. This program was primarily facilitated by Rohan Dave.





Above photo by Cathy Zoleta



Clockwise from top left:  
 GBVPP participant and University of Alberta Student Gunnar Thurrott, GBVPP Coordinator Colleen Pirie, and a GBVPP session with University of Alberta athletes.

Cultivating a culture of change and impact on campus and in the community

The Gender-Based Violence Prevention Program (GBVPP) works with young, male leaders in sport and in Greek/fraternity life to end gender-based violence and sexual assault on campus and in our communities.

GBVPP works to meet young men "where they are" and provide them with information about gender and sexual diversity, gender-based and sexual violence, consent, bystander intervention and other key concepts in ways that are easily accessible and actionable.

Changing attitudes

When GBVPP first started the program in January 2016 with the young male athletes, only 42% believed sayings such as 'that's so gay' were harmful. Fast forward to March 2017, and those phrases are obsolete on the teams and in fact are reprimandable via their new athlete code of conduct.

*"GBVPP made me look at myself, how I acted. And I didn't like it. Because of GBVPP, I am a better young man and I know I have found the best woman in the world - who is my girlfriend now."*

**UNIVERSITY OF ALBERTA GOLDEN BEARS PLAYER**

GBVPP has grown from two piloted teams to an entire athletic department, and from one fraternity to the entire Greek system at the University of Alberta.

**Materials developed this year include:**

- General campus curriculum
- Curriculum in revision for Greek life & athletics
- Six posters for awareness campaign (pictured left)

311

Male athlete participants

76

Male fraternity participants

21

Total focus groups

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**\$82,752**

STUDENT FEES REVENUE

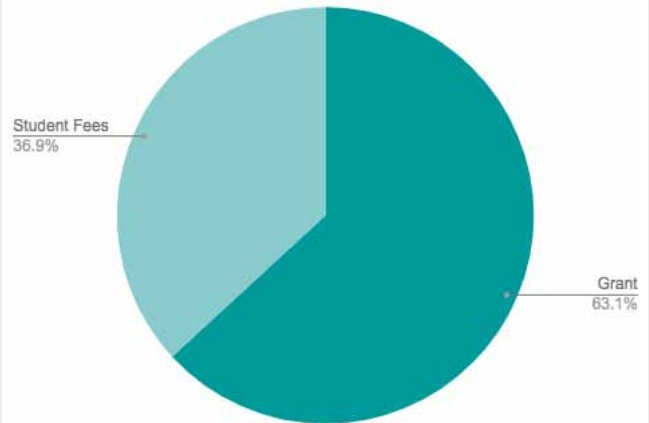
**\$141,726**

GRANT REVENUE

**\$224,478**

TOTAL REVENUE

### 2016/17 REVENUES



### 3-YEAR REVENUE

2015/16: \$179,706



2016/17: \$224,478



2017/18\*: \$196,750



\*estimated

### ABOUT OUR REVENUE

The Landing's revenue currently comes from two primary sources: a Dedicated Fee Unit of \$1.55 per term (Fall & Winter) collected from all undergraduate students at the University of Alberta who do not opt out, and a Family and Community Safety Grant for \$316,666 over three years from the Government of Alberta's Community & Social Services. The grant is expected to expire in March 2018, and the Landing is currently seeking alternate sources of revenue, including fundraising and additional grants.

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FINANCES

2016/17  
EXPENSES

In order to ensure the long-term sustainability of the Landing, in November 2016 the Landing's budget was split so that core operations are funded from the DFU, while special projects are funded through the grant. Currently, the grant funds are allocated to the Gender Based Violence Prevention Program.

Expenses in 2016/17 were \$18,899 higher than revenues, which was covered by reserve funds. New financial policies were instituted to ensure the continued financial health of the organization.

\$242,744

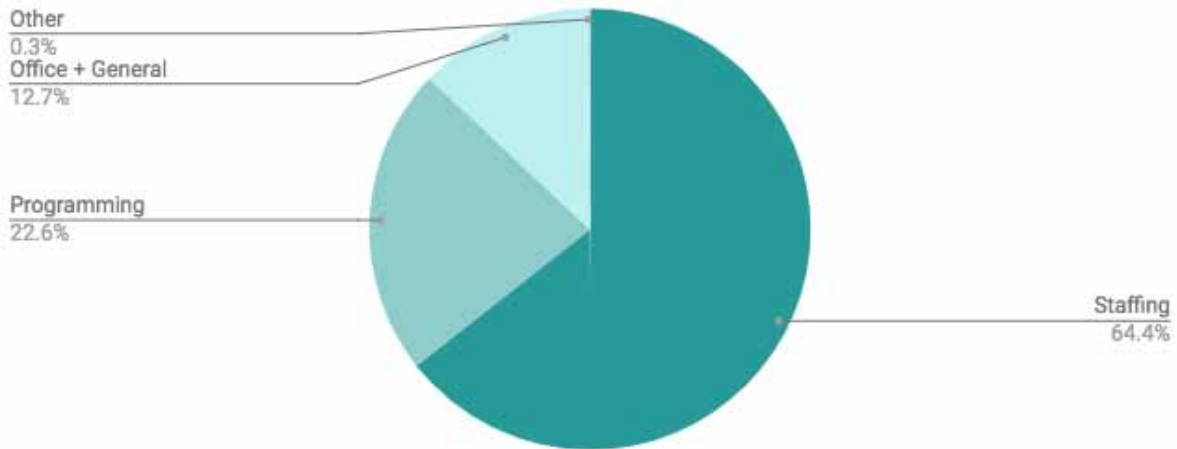
2016/17 EXPENSES

\$18,899

EXPENSES OVER REVENUES

\$6,043

REMAINING RESERVE



\$127,546

Staffing  
Costs

\$55,030

Programming  
Expenses

\$30,995

Office & General  
Expenses

\$633

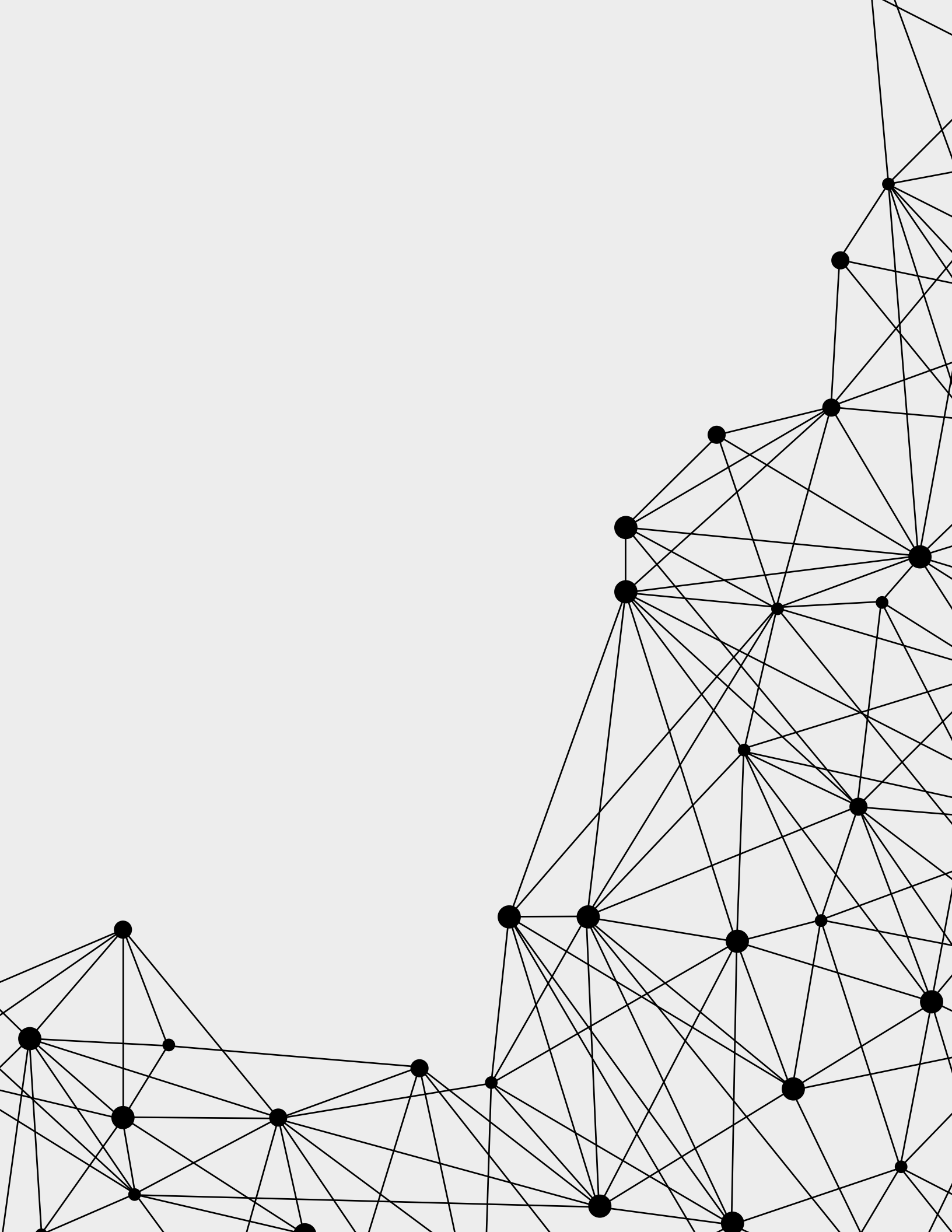
Other  
Expenses

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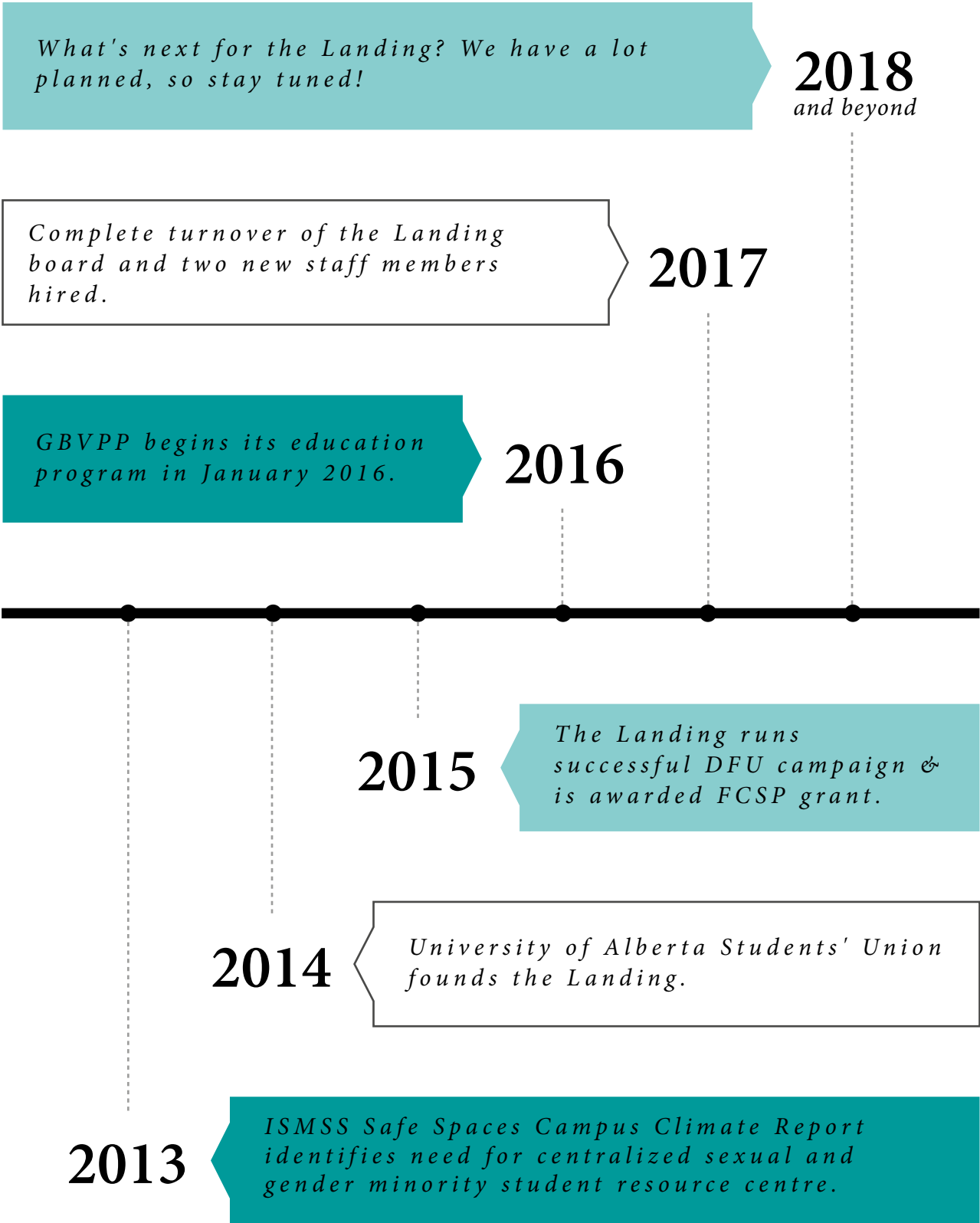
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THE YEAR  
AHEAD

MAY 2017 – ONWARDS

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EVOLUTION



### MANDATE & STRATEGIC PLANNING

When the Landing initially became an independent society, it did so with a relatively simple mandate (page 7) that resulted from its successful DFU referendum in 2015. A major priority for the Board this year will be evaluating whether the current mandate adequately reflects the needs of the LGTTTQQPIANU+ community at the University of Alberta, setting mission and vision statements for the organization, and then establishing a three-year strategic plan that will guide the organization.

The Board intends to enter into a collaborative process with staff, volunteers and visitors to the Landing to evaluate the current mandate and to establish the organization's mission and vision, with the goal of passing a new bylaw enshrining that mandate at the next Annual General Meeting. This will ensure that the mandate of the Landing has the support of our entire membership.

### METRICS & EVALUATION

The Landing has an obligation to provide evidence-based evaluation of our programs and services to our funders – students, government, and donors. With that in mind, we have hired an Office Administrator, Chen Kang, with a background in sociological analysis and program evaluation, to help us determine whether our offerings are achieving their goals.

So far, we have developed metrics gathering tools for the Landing's volunteer training and drop-in space, and will be expanding our data gathering to the Landing's other programs. This evaluation is important to demonstrate that the organization is using its funds in constructive ways that provide effective, valuable services to the community.

### BOARD RECRUITMENT

The Landing is currently in the process of recruiting new Board Members. We expected to have filled three of the vacant positions on the Board by the end of November.

### GOVERNANCE & POLICIES

The Landing's Bylaws are in need of revision, as are its policies. A first revision of the Bylaws will be brought forward at the November 2017 Annual General Meeting, with additional changes to follow in 2018.

The Board passed a new policy format at its October meeting, and a full revision of all existing policies is planned for this year, with new policies to be implemented as necessary.

### EXPANDED PROGRAMMING

Some of the programs the Landing operated in 2016/17 are no longer running, including the Ambassador Program and Queer Yoga. Other programs are undergoing revision – Spectrum is expected to relaunch in January, and Creative Jams has been restructured in partnership with AltView and will launch under the new name Generator later this year. The Shades of Colour program has since become independently operated, and will receive a grant from the Landing for the 2017/18 year. Other programs, including a Book Club, are also being developed.

### GRANTS & FUNDRAISING

With the Community & Social Services grant expiring in March 2018, the Landing board will be exploring other fundraising and grant opportunities to support our programming.

### NEW PARTNERSHIPS

The Landing is partnering with AltView to launch a new creative program, Generator, later this year. The Landing board will continue to explore other partnerships and opportunities for collaboration both on and off campus.



**\$196,750**

PROJECTED INCOME

**\$157,682**

PROJECTED EXPENSES

2017/18

## LANDING & GBVPP BUDGET

*This budget was created and approved by the Board of Directors and provides a general picture of the Landing's planned expenses for the 2017/18 fiscal year.*

Description	2017/18 Budget
Staffing Costs	\$124,554
Professional & Other Fees	\$5,970
Cleaning Service, Telephone Rentals and Postage	\$3,420
Recruitment (Staff)	\$375
Recruitment/Training (Volunteers)	\$750
Repairs & Maintenance	\$200
Office Supplies – Technology	\$1,650
Office Supplies – Other	\$360
Marketing	\$1,750
Staff & Volunteer Appreciation	\$1,300
Board Development	\$250
Printing & Duplication	\$650
Programming – Creative Jams/Generator	\$100
Programming – Shades of Colour	\$1,500
Programming – Edmonton Pride Festival	\$250
Programming – Annual Landing Breakfast	\$500
Programming – UAlberta Pride Week	\$250
Programming – Intersections of Queer Symposium	\$1,500
Programming – Spectrum	\$800
Programming – Queerness & Faith	\$680
Programming – All Other Landing	\$2,500
Programming & Evaluation – GBVPP	\$8,500
<b>TOTAL</b>	<b>\$157,682</b>

## THANKS

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*We thank all of our partners, funders and collaborators  
from 2016/17 including ...*

### **The Landing**

*APIRG*

*Faith Lift Campus Ministry*

*Government of Alberta*

*Harcourt House*

*ISMSS*

*OUTreach*

*University of Alberta Students' Union*

### **GBVPP**

*AASAS*

*City of Edmonton - GBV Initiative*

*Edmonton Huskies*

*Government of Alberta*

*JR LaRose*

*MVP Strategies, Daryl Fort*

*Sexual Assault Centre of Edmonton*

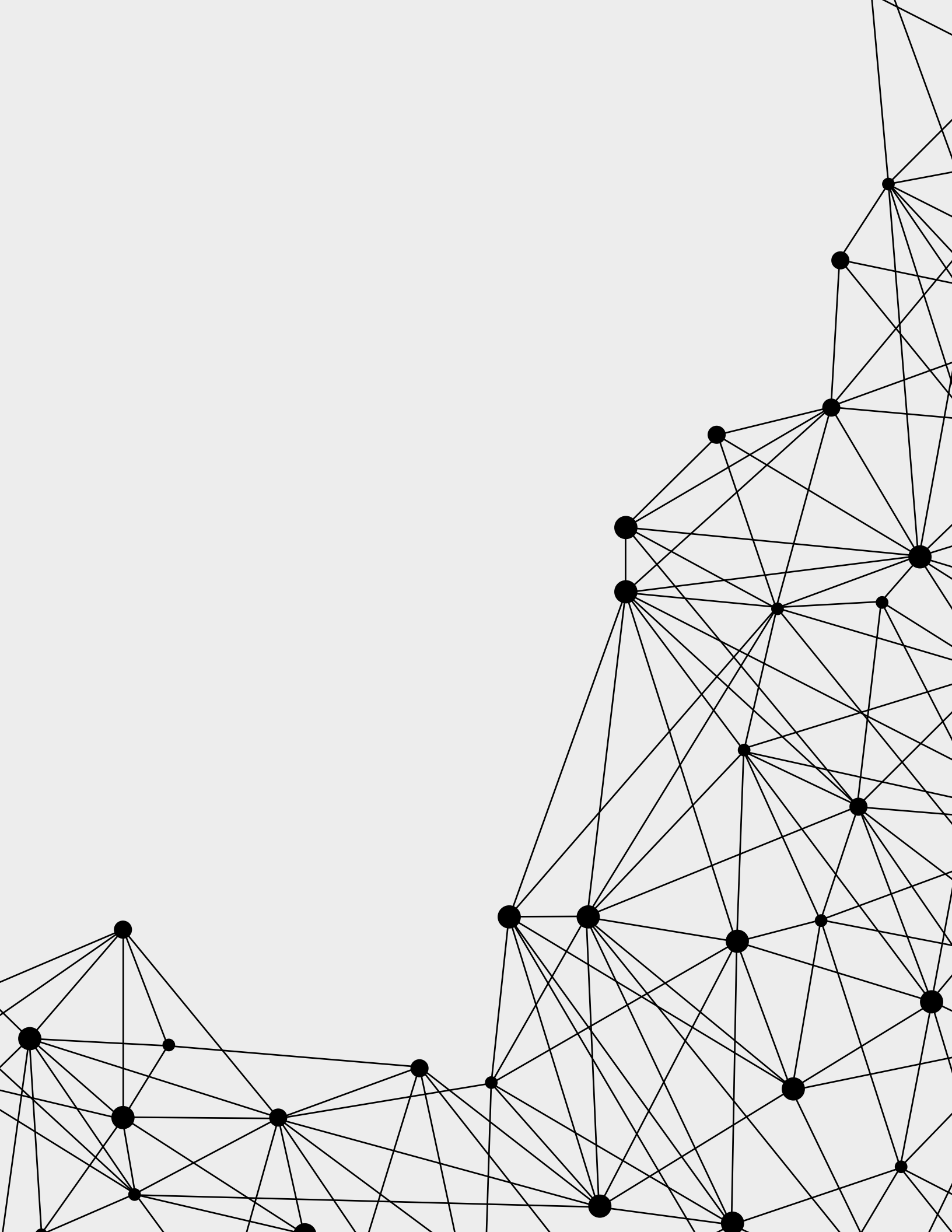
*University of Alberta*

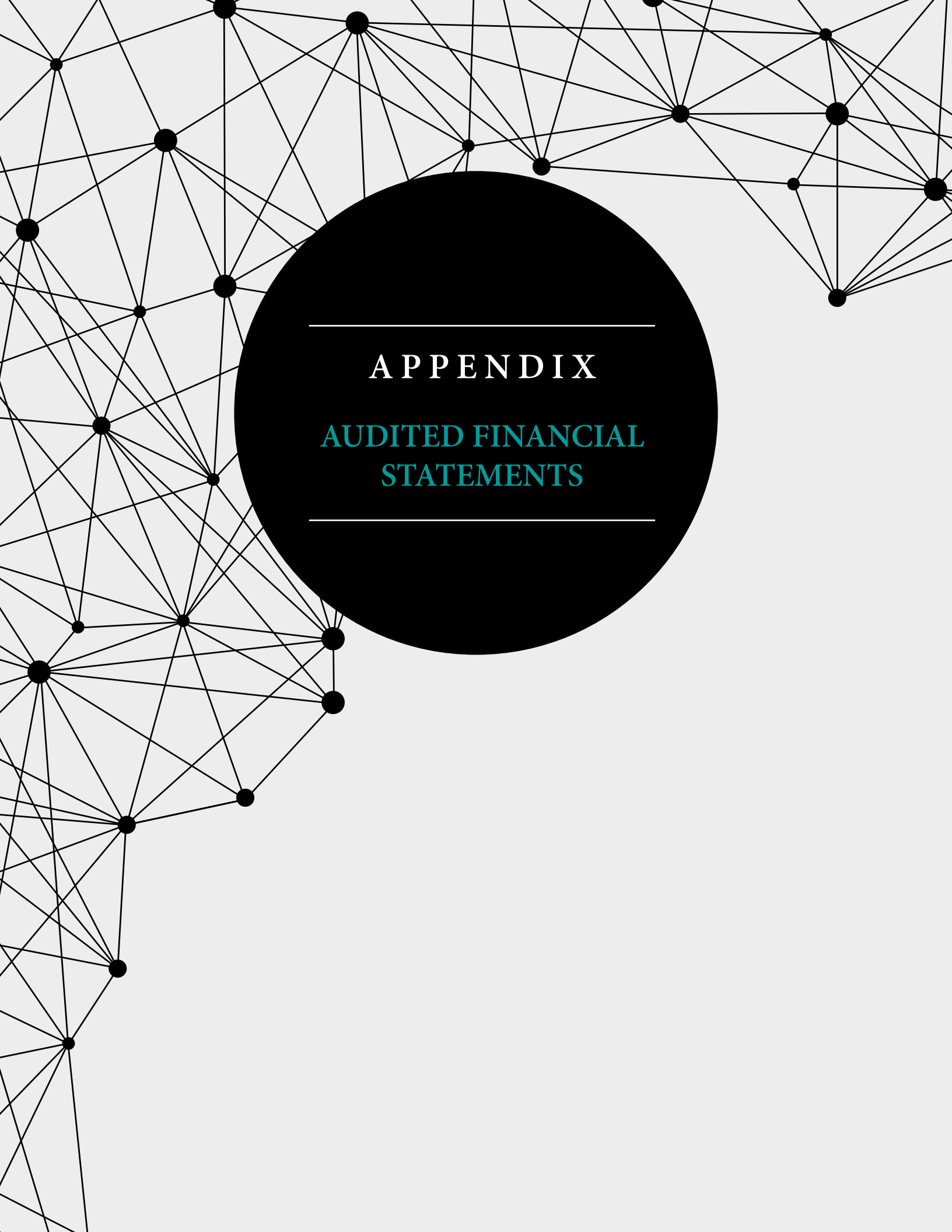
*University of Alberta Students' Union*

*YouCanPlay Project*

Thank you!







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APPENDIX

AUDITED FINANCIAL  
STATEMENTS

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Financial Statements of

**The Landing Society for Gender  
and Sexual Diversity**

Year ended April 30, 2017



KPMG LLP  
2200, 10175-101 Street  
Edmonton AB T5J 0H3  
Canada  
Tel 780-429-7300  
Fax 780-429-7379

## INDEPENDENT AUDITORS' REPORT

To the Directors of the Landing Society for Gender and Sexual Diversity

We have audited the accompanying financial statements of the Landing Society for Gender and Sexual Diversity, which comprise the statement of financial position as at April 30, 2017, and the statements of operations and net assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.





Page 2

*Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Landing Society for Gender and Sexual Diversity as at April 30, 2017, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

*Comparative Information*

The financial statements of the Landing Society for Gender and Sexual Diversity as at and for the year ended April 30, 2016 are unaudited. Accordingly, we do not express an opinion thereon.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, slightly slanted style. Below the signature is a single horizontal line that tapers at both ends, serving as a decorative underline.

Chartered Professional Accountants

November 9, 2017

Edmonton, Canada

# The Landing Society for Gender and Sexual Diversity

## Statement of Financial Position

April 30, 2017, with comparative information for 2016

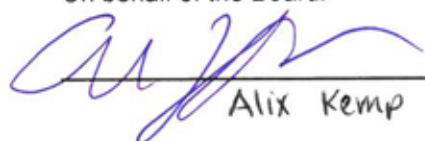
	2017	2016
		(Unaudited)
<b>Assets</b>		
Current assets:		
Due from the University of Alberta Students' Union (note 2)	\$ 94,641	\$ 96,933
	<u>\$ 94,641</u>	<u>\$ 96,933</u>

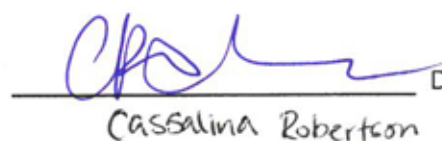
## Liabilities and Net Assets

Current liabilities:		
Deferred revenue (note 3)	\$ 88,598	\$ 71,991
	<u>88,598</u>	<u>71,991</u>
Net assets:		
Unrestricted	6,043	24,942
	<u>6,043</u>	<u>24,942</u>
	<u>\$ 94,641</u>	<u>\$ 96,933</u>

See accompanying notes to financial statements.

On behalf of the Board:

  
\_\_\_\_\_  
Alix Kemp Director

  
\_\_\_\_\_  
Cassalina Robertson Director

# The Landing Society for Gender and Sexual Diversity

## Statement of Operations and Net Assets

Year ended April 30, 2017, with comparative information for 2016

	2017	2016
		(Unaudited)
Revenue:		
Government grants (note 3)	\$ 141,726	\$ 86,342
Student fees	82,752	83,364
Fundraising	-	10,000
	<u>224,478</u>	<u>179,706</u>
Expenses:		
Salaries and benefits	156,719	138,531
Programming	55,030	26,507
Office and general	30,995	10,179
Travel	487	444
Rent	146	-
Equipment rental	-	1,086
	<u>243,377</u>	<u>176,747</u>
(Deficiency) excess of revenue over expenses	(18,899)	2,959
Net assets, beginning of year	24,942	21,983
Net assets, end of year	<u>\$ 6,043</u>	<u>\$ 24,942</u>

See accompanying notes to financial statements.

# The Landing Society for Gender and Sexual Diversity

## Statement of Cash Flows

Year ended April 30, 2017, with comparative information for 2016

	2017	2016
		(Unaudited)
Cash provided by (used in):		
Operating activities:		
(Deficiency) excess of revenue over expenses	\$ (18,899)	\$ 2,959
Change in non-cash operating working capital:		
Decrease (increase) in due from the University of Alberta Students' Union	2,292	(74,950)
Increase in deferred revenue	16,607	71,991
Net change in cash and cash equivalents	-	-
Cash and cash equivalents, beginning of year	-	-
Cash and cash equivalents, end of year	\$ -	\$ -

See accompanying notes to financial statements.

# The Landing Society for Gender and Sexual Diversity

Notes to Financial Statements

Year ended April 30, 2017

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## **Nature of operations:**

The Landing Society for Gender and Sexual Diversity (“the Landing”) was created from the Gender Based Violence Project (“GBVP”) enacted in 2012 through residual grant funds from Status of Women Canada. When the program officially ended in May 2014, the Landing was created and all remaining assets from GBVP were transferred to the Landing. The Landing promotes gender equality through broad ranging programming aimed at primary prevention of gender based violence through the development of strong anti-oppression based community spaces, capacity building through training, and peer education using mentorship models.

As a non-profit organization registered under the Societies Act (Alberta) the Landing is exempt from income taxes under the Income Tax Act, provided certain requirements of the Income Tax Act are met. The Landing is an operational Dedicated Fund Unit as defined under Bylaw 6100 and subject to the reporting requirements of Bylaw 6200 of the University of Alberta Students’ Union (“Students’ Union”).

## **1. Significant accounting policies:**

The financial statements have been prepared by management in accordance with Canadian accounting standards for not-for-profit organizations in Part III of the Chartered Professional Accountants Canada Handbook.

### **(a) Revenue recognition:**

The Landing follows the deferral method of accounting for contributions which include donations and government grants. Externally restricted contributions are deferred and recognized as revenue in the year in which the related eligible expenses are incurred. Operating contributions are recognized in the year to which they relate.

The Landing is also funded through dedicated student fees received from the students collected on behalf of the Landing by the Students’ Union and is recognized as revenue in the year received.

### **(b) Cash and cash equivalents:**

Cash and cash equivalents include cash on hand and short-term deposits which are highly liquid with original maturities of less than three months.

# The Landing Society for Gender and Sexual Diversity

Notes to Financial Statements (continued)

41

Year ended April 30, 2017

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## 1. Significant accounting policies (continued):

### (c) Contributed services:

A substantial number of volunteers contribute a significant amount of their time each year. Because of the difficulty of determining the fair value, contributed services are not recognized in the financial statements.

### (d) Use of estimates:

The preparation of the financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Actual results could differ from those estimates.

### (e) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. All other financial instruments are subsequently recorded at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Landing has not elected to carry any such financial instruments at fair value.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Landing determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Landing expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

## 2. Due from the University Students' Union:

The Students' Union collects and manages student fees and other amounts on behalf of the Landing. At April 30, 2017, the Students' Union held \$94,642 (2016 - \$96,933) on behalf of the Landing. The balance is unsecured, non-interest bearing with no specific terms of repayment and can be accessed at the discretion of the Landing.

# The Landing Society for Gender and Sexual Diversity

Notes to Financial Statements (continued)

Year ended April 30, 2017

### 3. Deferred revenue:

	2017	2016
		(Unaudited)
Balance, beginning of the year	\$ 71,991	\$ -
Amounts received during the year	158,333	158,333
Revenue recognized during the year (Schedule)	(141,726)	(86,342)
<b>Balance end of the year</b>	<b>\$ 88,598</b>	<b>\$ 71,991</b>

### 4. Financial risks:

The Landing has a risk management framework to monitor, evaluate and manage risk. It is the Board's opinion that the Landing is not exposed to significant interest risk, credit risk or currency risk arising from its financial instruments.

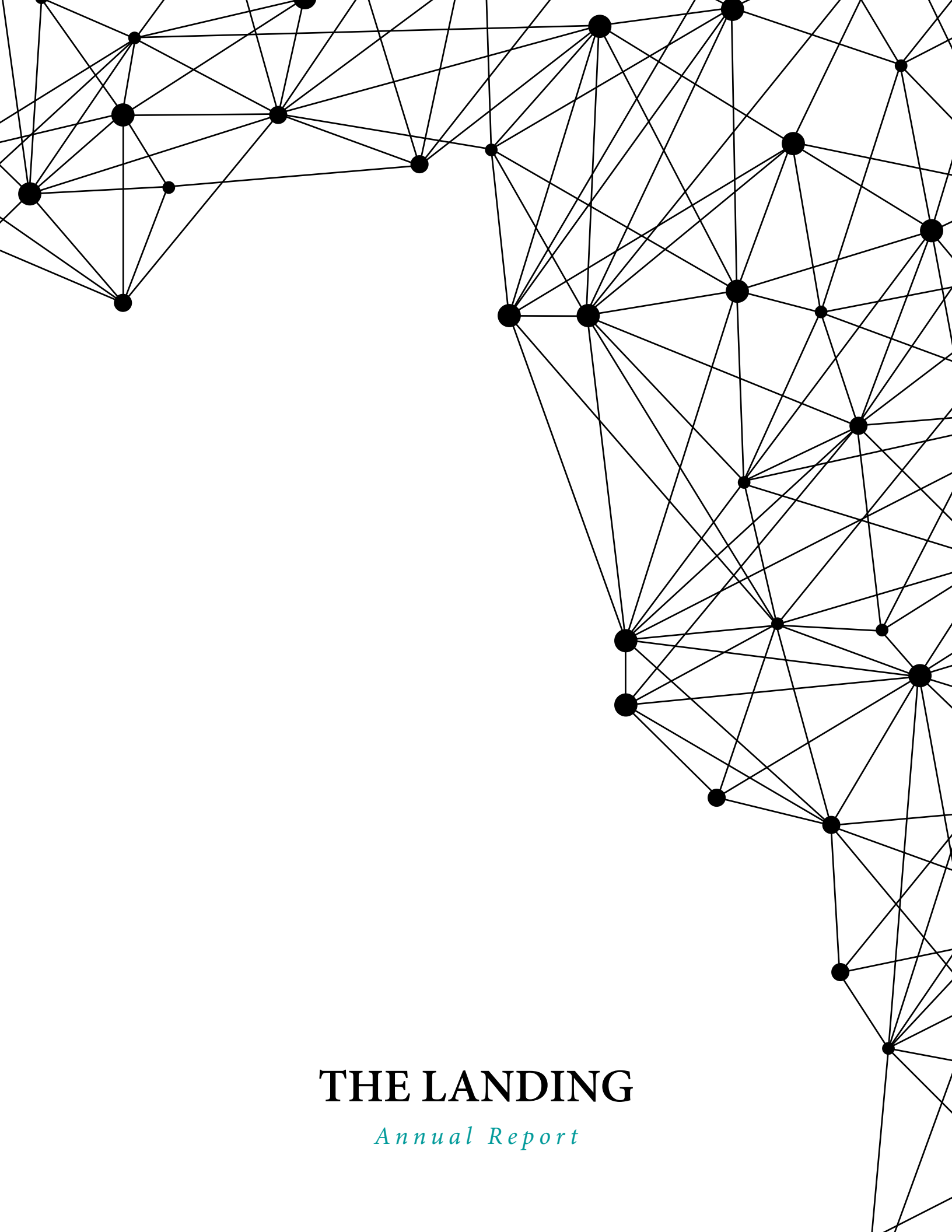
# The Landing Society for Gender and Sexual Diversity

Schedule - Revenue and Expenses: Gender Based Violence Prevention Program

Year ended April 30, 2017, with comparative information for 2016

	2017	2016
		(Unaudited)
Revenue:		
Government grants	\$ 141,726	\$ 86,342
Fundraising	-	10,000
	141,726	96,342
Expenses:		
Salaries and benefits	80,450	78,033
Programming	50,817	14,783
Office and general	9,826	1,996
Travel	487	444
Rent	146	-
Equipment rental	-	1,086
	141,726	96,342
	\$ -	\$ -





# THE LANDING

*Annual Report*

# TENANCY AGREEMENT

THIS AGREEMENT MADE THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2015

BETWEEN

**THE UNIVERSITY OF ALBERTA STUDENTS' UNION**  
(hereinafter referred to as "the Students' Union" or "the Landlord")

OF THE FIRST PART

and

**THE LANDING SOCIETY FOR GENDER AND SEXUAL DIVERSITY**  
(hereinafter referred to as "the Landing" or "the Tenant")

OF THE SECOND PART

The Tenant has agreed to lease land provided by the Landlord on the terms and conditions that follow. The Students' Union and the Landing agree with each other as follows:

**1. TERM**

The term of this Agreement shall be effective from September 1, 2015 until August 31, 2018, or until terminated in accordance with the provision of this Agreement.

**2. OBLIGATIONS OF THE LANDLORD**

The Students' Union agrees to the following:

a. To provide to the Landing space equal to or greater than the presently occupied Rooms 0-68A, 0-68C, and 0-68E (a total value of 25m<sup>2</sup>) in the Students' Union Building (the "Leased Premises"), at a total cost to the Landing of \$0 per annum. This space shall be considered in-kind support from the Students' Union to the Landing, with the value of the space determined to be \$2,500 per annum. The Landing shall be assessed a rental fee for the space beginning in September 2018, once a new Agreement has been reached.

b. To provide utilities and custodial services to the Landing, at a total cost to the Landing of \$3,000 per annum. This sum is to be paid via a monthly payment of \$250, to be paid on or before the last day of each month. These rates are subject to change at any time, provided six months notice is granted, and will only be based upon changes to custodial and utilities costs.

c. To conduct reasonable payroll functions for employees free of charge, including but not limited to the preparation of direct deposit pay, remittance of required deductions to the Receiver General and preparation of T4 and ROE documents. The Landing reserves the option to receive these services from a source other than the Students' Union.

d. To collect, on behalf of the Landing, Students' Union fees as per the 2015 referendum, and to forward said fees to the Landing if those conditions established by the Students' Union in the Students' Union Bylaws are met.

e. To grant to the Landing a non-exclusive licence to use the common areas of the building for all reasonable purposes directly related to its mission or objectives and with the prior approval of the Students' Union, acting reasonably, where "common areas" shall mean all lands, improvements, facilities, utilities, installations, and equipment forming part of the building, other than those parts designated by the Students' Union for

leasing to tenants of the building and shall include (but not be limited to) washrooms, stairwells, and loading docks.

f. To charge the Landing according to internal pricing rates on use of the Students' Union's resources. These may include (but are not limited to) repairs and maintenance, technical support, use of the Students' Union van, marketing, advertising and promotion, printing and duplication services, and office supplies. For resources that do not have an internal pricing rate, the Students' Union shall determine a fair rate to charge.

g. To provide its accounting system to the Landing free of charge, and distribute cheques to the Landing's creditors with written permission of the Landing's Board of Directors. The Landing reserves the option to receive these services from a source other than the Students' Union.

h. To release all marketing and design materials, projects, and files related to the Landing's operations to the Landing, and waive intellectual property and claims to future revenue from use of said materials.

i. To provide, free of charge, the use of any Students' Union owned furniture, appliances, and office equipment located on the premises as described in 2(a). The Landing is also entitled to the use of other furniture at the discretion of the Vice President Operations and Finance or the Senior Manager Facilities and Operations of the Students' Union.

j. To provide, free of charge, the Landing with web space on the Students' Union website. The Landing reserves the option to receive these services from a source other than the Students' Union.

k. Quiet enjoyment of the leased premises by the Landing.

**3. OBLIGATIONS OF THE TENANT**

The Landing agrees to the following:

a. Not to reassign the spaces specified in 2(a) without the express written consent of the Students' Union, such consent not to be unreasonably withheld.

b. Not to substantially renovate or physically change the space provided without consent of the Students' Union Vice President Operations and Finance, such consent not to be unreasonably withheld.

c. To be responsible for all property insurance for capital assets and furniture located in the Leased Premises, in the event of theft, fire, and vandalism.

d. To carry liability insurance in an amount not less than \$1,000,000 which will include legal fees. The premium and retention will be paid for in full by the Landing with proof of coverage confirmed by a certificate of insurance that includes the Students' Union as an additional insured. The policy will be endorsed to provide that 30 days prior written notice of cancellation or material change of the policy will be mailed to the Students' Union. The insurance coverage will be in place within 30 days of this contract being signed with proof of coverage provided to the Human Resources Manager of the Students' Union. Proof of coverage must also be provided to the Human Resources Manager of the Students' Union upon annual renewal of the insurance.

e. To use the leased premises solely for the purpose of providing a student space offering support for gender and sexual diversity and other necessarily related activities that further the objectives of the Landing, provided that such use shall accord with Students' Union

and University of Alberta operational policies relating to use of similar premises under the Landing's mandate.

f. If use of the facility is required when the building is closed, the Landing may be permitted access with written permission of the Vice President Operations & Finance or the Senior Manager Facilities & Operations. During these hours all building doors are to remain locked at all times.

g. To not alter the Leased Premises or remove fixtures upon termination of the Agreement unless the Students' Union has first consented, such consent not to be unreasonably withheld.

h. To follow all relevant operating policies of the Students' Union unless otherwise specified in the Agreement. In the event of a change in Operating Policy, the Students' Union will notify the Landing in writing.

**4. OTHER OBLIGATIONS**

Notwithstanding the articles contained herein, the following is understood by both parties:

a. This Agreement and all terms and conditions herein are subject to approval by the Students' Council Finance Committee.

b. Subject to Article 2, all rental and lease rates are subject to change provided that the Students' Union provides six months notice.

c. Where a dispute arises between the Students' Union and the Landing under the terms of this Agreement and the dispute cannot be settled by Agreement between the two parties, such dispute shall then be settled by arbitration by a single arbitrator, if the parties can agree to one, or by three arbitrators (one appointed by the Landing, one by the Students' Union, and one by the University of Alberta) if a single arbitrator cannot be agreed upon. Otherwise, such proceedings shall be subject to the provisions of the Arbitration Act of Alberta (Chapter A-43, 2014) and amendments thereto, or such other Act or procedure as may have been substituted, the cost of which is to be borne equally to both parties.

**5. TERMINATION**

a. The term of this lease and the licence herein granted will expire on August 31, 2018, upon which time it may be reviewed with an option to renew the lease based on similar terms and conditions.

b. In the event the Students' Union decides to not renew the Agreement, they reserve the option to terminate the lease on December 31, 2018, and shall not be liable for any financial loss incurred by the Landing as a result of such termination.

c. Contravention of any of the "Default and Termination" conditions outlined in Schedule A by Landing may result in termination of this Agreement by the Students' Union. In this circumstance the Landing shall receive written notice of termination at least 30 days prior to the termination coming into effect.

d. The Landing may terminate this Agreement at any time, with the exception of clause 3(g), at any time and for any reason provided it gives three months written notice.

6. **GENERAL**

This Agreement may not be amended or modified in any respect unless the mutual written consent of both parties is given.

The provisions contained in this Agreement constitute the entire agreement between the Landlord and the Tenant and supersede all previous communications, representations, and agreements, whether verbal or written, between all parties with respect to the subject matter hereof.

This Agreement shall be signed in accordance with the laws of the Province of Alberta.

**IN WITNESS WHEREOF** the parties hereto have affixed their respective seals by the hand of their duly authorized officers this \_\_\_\_\_ day of \_\_\_\_\_, 2015, in the city of Edmonton, in the province of Alberta, on recognized Treaty 6 Territory in the country of Canada.

For the Students' Union

For The Landing

\_\_\_\_\_  
Navneet Khinda  
President

\_\_\_\_\_  
Name  
Board Chair

\_\_\_\_\_  
Marc Dumouchel  
Witness

\_\_\_\_\_  
Parker Leflar  
Witness

## Schedule 'A'

### DEFAULT AND TERMINATION

The tenancy granted by this lease is expressly subject to the condition that if:

- c) the Tenant fails to pay the rent or other charges required to be paid by the Tenant hereunder although no formal demand shall have been made therefore; or
- d) the Tenant fails to observe, perform or keep any one or more of the covenants, provisions or stipulations to be observed, performed or kept by the Tenant hereunder and if such failure continues for a period of TEN (10) DAYS after notice to the Tenant of such failure,

then, in either or both of such events, the Landlord may re-enter the Demised Premises, and upon such re-entry this Agreement shall thenceforth be terminated and of no further force or effect, and no payment or acceptance of rent subsequent to the events of default hereinbefore in this clause cited shall give the Tenant the right to continued occupancy of the Demised Premises, or in any way affect the rights of the Landlord herein, or have the effect of reinstating this Lease.

The Tenant covenants with the Landlord, and it is a condition of this Lease that:

- (i) If the term hereby granted or any of the goods or chattels on the Demised Premises are at any time repossessed, seized, or taken in execution or attachment by any creditor of the Tenant, whether under bill of sale, chattel mortgage, debenture, conditional sales contract, lien, note, lease of personal property, or consignment contract; or
- (ii) If a writ of execution or replevin order issues against the goods or chattels of the Tenant; or
- (iii) If the Tenant makes any assignment for the benefit of creditors, or becoming bankrupt or insolvent takes the benefit of, or becomes subject to, any statutes that may be in force relating to bankrupt or insolvent debtors; or
- (iv) If the Demised Premises at any time during the lease term becomes vacant in consequence of the abandonment by the Tenant, or the removal of the Tenant by legal process for non-payment of rent, breach of covenant or any other cause; or
- (v) If the Tenant does not, within TEN (10) DAYS after notice in writing from the landlord, rectify or correct any non-observance or non-performance of all and every of the covenants, provisions, stipulations, and conditions contained in this Lease; or
- (vi) If any insurance policy insuring the said building of the Landlord or Tenants of the said building is cancelled or refused to be renewed by reason of the use and occupation of the Demised Premises, the Tenant shall immediately cease operations and shall be allowed up to 60 days to rectify the problem and open for business as required by this Lease; or
- (vii) If the Tenant fails to move into or take possession of the Demised Premises and open for business as required by this Lease; or
- (viii) If at any time during the term hereof, the Tenant or any other person removes or attempt to remove, without the consent in writing of the Landlord, any goods or chattels belonging to the Landlord from the Demised Premises, save and except in the ordinary course of the Tenant's business, or in the course of replacement or renovations; or
- (ix) If the Demised Premises is used by any other person or for any other purpose than as herein provided without the written consent of the Landlord, such consent not to be unreasonably withheld,

then and in every such event the Landlord shall be entitled to forthwith re-enter the Demised Premises, and upon such re-entry this Lease shall thenceforth be terminated, and be of no further force and effect, and no payment or acceptance of rent subsequent to the event of default hereinbefore in this clause cited shall give the Tenant the right to continue occupancy of the Demised Premises, or in anyway affect the rights of the Landlord herein, or have the effect of reinstating this Lease.

### **SURRENDER OF PREMISES ON TERMINATION**

Upon the expiration of the Lease or the sooner termination of the term hereby granted, the Tenant covenants to immediately surrender and yield up possession of the Demised Premises in good repair, reasonable wear and tear only expected. The Tenant shall surrender all keys at the place then fixed for payment of rent and shall inform the Landlord of all combinations of locks, safes and vaults, if any, in the Demised Premises. The Tenant shall remove its trade fixtures and the Tenant shall repair any damage to the Demised Premises caused by the Tenant.

### **LANDLORD'S RIGHTS ON RE-ENTRY**

The Tenant agrees that in the event the Landlord shall be entitled to re-enter and retake possession of the Demised Premises, it may use reasonable force for gaining admittance to the Demised Premises, without being liable in respect thereof or for any loss or damage occasioned thereby. The Tenant hereby expressly releases the Landlord from all actions, proceedings, claims and demands whatsoever for or in respect of any such forcible entry, or loss or damage that may be sustained by the Tenant in respect therewith, provided that such forcible entry is limited to such extent that is necessary for the Landlord to take possession of the Demised Premises and is reasonable in the circumstances.

### **LANDLORD'S RIGHTS ON TERMINATION**

Upon the premature termination of this Lease in accordance with this Agreement:

- (i) The Landlord may re-let the Demised Premises or any part thereof;
- (ii) The Tenant shall pay to the Landlord on demand such reasonable expenses as the Landlord may incur in re-letting the Demised Premises, including legal costs, legal fees and real estate fees and commissions, and expenses of keeping the Demised Premises in good order, and of preparing the Demised Premises for re-letting;
- (iii) All rent up to and including the effective date of termination shall immediately become due; and
- (iv) The Landlord may, at its option, and in addition to any other remedies it may have hereunder, require the Tenant to pay to the Landlord as liquidated damages for default of the Tenant in the observance and performance of its covenants under this Lease, all rent and other payments reserved to be paid and remaining unpaid by the Tenant under this Lease two months from the date of termination.

### **LEGAL COSTS**

The Tenant agrees to pay to the Landlord as additional rent all legal costs, and legal fees, on a solicitor-client basis lawfully incurred in obtaining possession of the Demised Premises upon the expiration or earlier termination of this Lease or in enforcing any covenant or agreement of the Tenant herein contained.

### **CUMULATIVE REMEDIES**

No reference to or exercise of any specific right or remedy by either party shall prejudice or preclude such party from any other remedy, whether allowed at law or in equity or expressly provided for herein. No such remedy shall be exclusive or dependent upon any other such remedy, any one or more of such remedies may be exercised independently or in combination. Without limiting the generality of the foregoing, the Landlord shall be entitled to commence and maintain an action against the Tenant to collect any rent not paid when due, without exercising the option to terminate this Lease.

### **NON-WAIVER**

Any condonement, excusing or overlooking by a Party (the "Waiving Party") of any default, breach or non-observance by the other Party at any time or times in respect of any covenant, proviso or condition herein contained shall not operate as a waiver of the Waiving Party's rights hereunder in respect of any subsequent default, breach or non-observance nor as to defeat or affect in any way the rights of either party.



# Board of Directors Terms of Reference

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## Organization Mandate

The mandate of The Landing is:

1. To offer support for gender and sexual diversity at the University of Alberta and related communities;
2. To support LGBTTTQQPIANU+ communities and individuals, as well as their supporters, friends, families, and loved ones;
3. To promote gender equity on a broad scale, and advocate for the safety and acceptance of individuals of all genders and sexualities in campus life; and
4. To offer a safe space to LGBTTTQQPIANU+ individuals, as well as workshops, educational sessions, and outreach activities for all persons.

## Board Mission

The mission of The Landing Board of Directors is:

1. To fairly govern, guide, and support staff and volunteers of The Landing;
2. To ensure work performed by staff at The Landing conforms to the mandate set out by the society;
3. To exercise prudent fiscal management and approve an annual budget for the staff to use in the pursuit of the mandate;
4. To develop, maintain, and amend and abolish as needed a set of principled policies for the functioning of The Landing; and
5. To represent The Landing in all legal and public matters.

## Board Membership

Membership of the board shall include:

1. Two students-at-large who are not volunteers or staff of The Landing;
2. One volunteer representative from The Landing;
3. One representative from the Institute for Sexual Minority Studies and Services;
4. One representative from OUTreach;
5. One representative from an LGBTQ+ serving organization;
6. Two members from the greater Edmonton community;
7. One University of Alberta staff member;
8. The University of Alberta Students' Union Director of Student Life, or designate;
9. The University of Alberta Students' Union Vice President Operations & Finance, or designate;
10. One member of the University of Alberta Students' Union Council; and
11. The Landing Executive Director, as a non-voting member.



## **Governing Documents**

The Landing Society shall be governed by the following documents:

1. Bylaws, which shall be amended and approved at an Annual General Meeting and made available on The Landing's website;
2. Policies, which shall be amended and approved at a Board of Directors Meeting and made available online; and
3. The Students' Union Bylaw 6000 series, which shall be amended and approved by Students' Council and made available on the Students' Union website.

## **Meetings**

Meetings of The Landing Board of Directors shall usually occur on a monthly basis, as called by the Chair. Quorum is one-half of the voting membership of the Board. The Chair shall endeavour to use consensus decision making whenever practical, as mandated in the Society bylaws. The Chair shall also be responsible for securing a location for meetings, moderating debate at meetings, facilitating the board's ability to achieve its mission, and offering organizational support to the Executive Director.

## **Committees**

The following are standing committees of the Board of Directors:

1. Finance & Administration Committee
2. Policy & Procedures Committee
3. Personnel Committee

Additional committees or working groups may be struck by the Board on an ad-hoc basis. All members of the Board must be a member of at least one committee, but may be members of as many committees as they'd like, and all committee meetings are open to all members of the Board. The Chair and Executive Director shall be members of all committees, and the Chair may delegate the responsibility of facilitating a committee to another member. Committees are responsible for submitting recommendations to the Board, and have the authority to pass certain motions without Board approval – these motions are outlined in policy, and the Board shall still be notified of any decisions made.

## **Attendance**

Members of the Board are expected to attend all meetings in person, via conference call, or by sending a proxy in their place. If a member is absent from three meetings within the year without sending regrets or a proxy, their position shall be vacated and the board shall select a new member for the position (from the same organization if applicable). After missing two meetings, the Chair shall check in with the member and work out a plan to ensure no further absences occur. Regrets must be sent at least 12 hours in advance to the Secretary of the Board. Extenuating circumstances may be granted by the Board.

## **Public Access**

All meetings of the board shall be open to the public. No speaking turns or voting rights shall be granted to members of the public unless they have been approved by the board as a guest. If the board moves *in-camera* at any time, members of the public may be asked to leave for the portion of the meeting that is *in-camera*.

## **Reporting**

As per the University of Alberta Students' Union Bylaw 6200, all minutes of the board, once approved at the subsequent board meeting, shall be available for all Society members on The Landing's website.

## **Statement of Equity**

The Landing strives to provide a fair, open, and supportive environment, and is committed to ensuring its policies, practices, and systems are free of barriers. The Landing emphasizes diversity, carries an anti-oppressive lens, and ensures the dignity and respect of all individuals through equal access.

Through our policies and practices, The Landing works to eliminate barriers to employment for people who face structural oppression and discrimination, including but not limited to FNMI people, people with disabilities, racialized people, women, and gender and sexual minorities. We are committed to working on identifying and removing barriers impacting historically marginalized groups in our organization. As an organization committed to challenging oppressive structures, The Landing works to take measures to ensure that qualified candidates from marginalized groups are able to compete equally in all aspects of employment, promotion, advancement, and retention.

In accordance with Sections 3 and 11.1 of the *Alberta Human Rights Act*, The Landing commits to ensuring that no individual be discriminated against on the basis of race, religious beliefs, colour, gender identity, gender expression, physical or mental disability, marital status, age, ancestry or place of origin, family status, or source of income. The Landing recognizes and accepts its responsibility to comply with the requirements of the Act in its consideration of students for admission, promotion, and involvement with our organization.

## 2017/18 Activities

### **So far**

#### May 2017 – August 2018

- Nearly complete turn over of the board – only one of the current board members was on the Board of the Landing prior to April 2017.
- The Landing was understaffed during this period
- Volunteer recruitment

#### September 2017

- New staff (Katie Ring & Chen Kang) hired
- Volunteer recruitment
- Landing is represented at Week of Welcome, Clubs Fair tabling, and the East Campus block party
- Landing drop-in hours are expanded to 10 a.m. to 4 p.m. from Monday to Thursday, up to 24 hours a week from 16 hours last academic year
- Landing is represented at Huskies benefit in support of GBVPP project
- Landing hosts a Rainbow Welcome barbecue as part of ISMSS's Week of Liberation
- Volunteer training preparation
- Queerness & Faith program begins operation for the school year

#### October 2017

- Program evaluation tools for volunteer training, drop-in and recurring programming developed
- Landing volunteer training is delivered
- Trans Meetups begins operation for the school year
- Landing newsletter launched
- Comprehensive list of after-hours crisis support resources developed for use by volunteers and visitors
- Catalogue of resource library books created
- Partnership meetings held with Pride Centre, iSMSS and other community stakeholders
- Volunteer teams (Events, Education, Communications) begin meeting

#### November 2017

- Collaborated with ISMSS & Pride Centre on promotion of Trans Day of Remembrance events on Nov 20
- Held a pop-up pronoun practice event collaboration with the Peer Support Centre on Nov 21
- Ongoing professional development for volunteers
- Working with various campus stakeholders regarding collaboration
- Signed MOU to support Shades of Colour support group for Queer & Trans Black, Indigenous and People of Colour

### **Planned Events**

#### December 2017

- Staff evaluations for Katie Ring & Chen Kang
- Policies to be created for Volunteer Representative position on the board
- First volunteer appreciation event
- Education program training to take place

#### January 2018

- Board strategic planning retreat
- New volunteer representative for Board to be selected
- New programs to launch: Generator queer arts program (in collaboration with AltView) to meet bimonthly and Queer Media Collective book club program to meet bimonthly
- Education program to launch – will provide workshops and classroom presentations on campus and in the community on topics related to gender identity and sexual orientation

#### Other Initiatives in Winter Semester

- Full review of all existing policies
- New set of bylaws to be written and passed by Special General Meeting by April 2018
- Fundraising planning
- Continued metrics collection
- More events and programs to be announced

**The Landing**  
**Program Evaluation Framework**

## Part I Outcome Evaluation

### Queerness & Faith

Queerness & Faith Program outcomes	Indicators	Data Collection Methods	Respondent(s)	Timing of Data Collection
1. Provide a safe space for participants to share experiences and communicate with others freely on an equal basis	(1) The degree of inclusiveness of the discussion (2) The engagement of participants in the discussion (3) The degree of safety and acceptance experienced by participants (4) The occurrence of discourse oppression over opposing opinion	1. Questionnaire: (1) Likert scale questions (2) open-ended questions 2. Interview with organizers/participants and participant focus groups 3. On-site observation	The participants; also consult the organizers	1. Questionnaire: Every week after the Queerness and Faith meeting 2. Interviews: Every month 3. Focus group: every two months or each semester?

<p>2. Increased knowledge on available resources and support around the community</p>	<p>(1) Number of referrals provided by the organizers (2) Number of community organizations/resources known by the participants</p>	<p>1. The recording metrics 2. Questionnaire 3. On-site observation 3. Interview with participants and participant focus groups</p>	<p>The participants; also consult the organizers</p>	<p>1. Questionnaire: Every week 2. Interviews: Every month</p>
<p>3. Increased knowledge on the intersections between LGBTQ+ issues and faith</p>		<p>1. Participant focus groups 2. On-site observation &amp; interview with key participants</p>	<p>The participants; also consult the organizers</p>	<p>1. Interviews: Every month 2. Focus groups: Every two months or each semester?</p>
<p>4. Build a caring and supportive network between participants</p>	<p>(1) The degree of connection and trust between participants (2) Number of new friends gained from the meetings (3) Frequency of hanging out/talking with other participants outside the meetings</p>	<p>1. Questionnaire 2. Participant focus groups</p>	<p>The participants; also consult the organizers</p>	<p>1. Questionnaire: Every week 2. Focus groups: Every two months or each semester?</p>

<p>5. Improved individual resilience</p>	<p>(1) Reduced stress and anxiety regarding gender/ sexuality/ religious issues through the support from organizers and other participants  (2) Participants' view of oneself and the situation  (3) The degree of awareness and practice in self-care strategies  (4) Skills learned to manage strong feelings and stress</p>	<p>1. Questionnaire:  (1) Psycho-metrics  (2) Individual resilience scale  (2) Open-ended comments  2. Interview with participants and focus groups</p>	<p>The participants;  also consult the organizers</p>	<p>1. Questionnaire:  Every week  2. Focus groups:</p>
<p>6. Increased self-efficacy and empowerment in coping with LGBTQ+ and faith issues</p>	<p>(1) The willingness and actual actions to confront the exclusion of LGBTQ+ group in religious practices  (2) The willingness and actual actions to help others facing similar situations</p>	<p>1. Questionnaire:  (1) General self-efficacy scale  (2) Open-ended comments  2. Interview with participants and focus groups</p>	<p>The participants;  also consult organizers</p>	<p>1. Questionnaire:  Every week  2. Focus groups:</p>



## Trans Meet-up

Trans Meet-up Program outcomes	Indicators	Data Collection Methods	Respondent(s)	Timing of Data Collection
1. Provide a safe space for participants to share experiences and communicate with others freely on an equal basis	(1) The degree of inclusiveness of the discussion (2) The engagement of participants in the discussion (3) The degree of safety and acceptance experienced by participants (4) The occurrence of discourse oppression over opposing opinions	1. Questionnaire: (1) Likert scale questions (2) open-ended questions 2. Interview with organizers 3. Assign someone to conduct participant focus groups (if possible)	The participants and organizers	1. Questionnaire: Every month after the meeting 2. Interviews: Every 2 month
2. Increased knowledge on available resources and support around the community	(1) Number of referrals provided by the organizers (2) Number of community organizations/resources known by the participants	1. The recording metrics 2. Questionnaire 3. Interview with organizers 4. Participant focus groups	The participants and organizers	1. Questionnaire: Every month after the meeting 2. Interviews: Every 2 months 3. Focus group: every semester

3. Increased knowledge on trans gender issues		1. Participant focus groups 2. Interview with the organizers	The participants and organizers	1. Interviews: Every 2 months 2. Focus groups: Every semester
4. Build a caring and supportive network between participants	(1) The degree of connection and trust between participants (2) Number of new friends gained from the meetings (3) Frequency of hanging out/talking with other participants outside the meetings	1. Questionnaire 2. Participant focus groups	The participants and organizers	1. Questionnaire: Every month after the meeting 2. Focus groups: Every semester
5. Improved individual resilience	(1) Reduced stress and anxiety in terms of self-questioning, identity crisis, coming out, medical procedures, and relationships through the support from organizers and other participants (2) Participants' view of oneself and the situation (3) The degree of awareness and practice in self-care strategies (4) Skills learned to manage strong feelings and stress	1. Questionnaire: (1) Psycho-metrics (2) Individual resilience scale (2) Open-ended comments 2. Participant focus groups 3. Interview with organizers	The participants and organizers	1. Questionnaire: Every month after the meeting 2. Focus groups: Every semester 3. Interview: Every 2 months

<p>6. Increased self-efficacy and empowerment in coping with trans-gender issues</p>	<p>(1) The willingness and actual actions (i.e. using call-out) to confront offense and oppression toward trans gender group  (2) The willingness and actual actions to help others facing similar situations</p>	<p>1. Questionnaire:  (1) General self-efficacy scale  (2) Open-ended comments  2. Participant focus groups  3. Interview with organizers</p>	<p>The participants and organizers</p>	<p>1. Questionnaire:  Every month meeting  2. Focus groups:  Every semester  3. Interview:  Every 2 months</p>
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## Drop-in Hours

<b>Drop-in hours Program outcomes</b>	<b>Indicators</b>	<b>Data Collection Methods</b>	<b>Respondent(s)</b>	<b>Timing of Data Collection</b>
1. Provide a safe space for participants to seek peer support	The degree of safety and acceptance experienced by visitors in the space	1. Questionnaire: (1) Likert scale questions (2) open-ended questions 2. Interview with visitors; visitor focus group	The visitors	1. Questionnaire: Maybe every month? 2. Interviews: Every month? 3. Focus groups: Every two months or each semester?
2. Increased knowledge and information on LGBTQ+ issues	(1) Number of community organizations/resources known by the participants (2) Knowledge in gender, sexuality, and intersectionality issues (such as pronoun usages, safe sex, health relationship, etc) (3) Knowledge on strategies to cope with discrimination and oppression	1. Questionnaire 2. Interview with visitors; visitor focus group	The visitors	

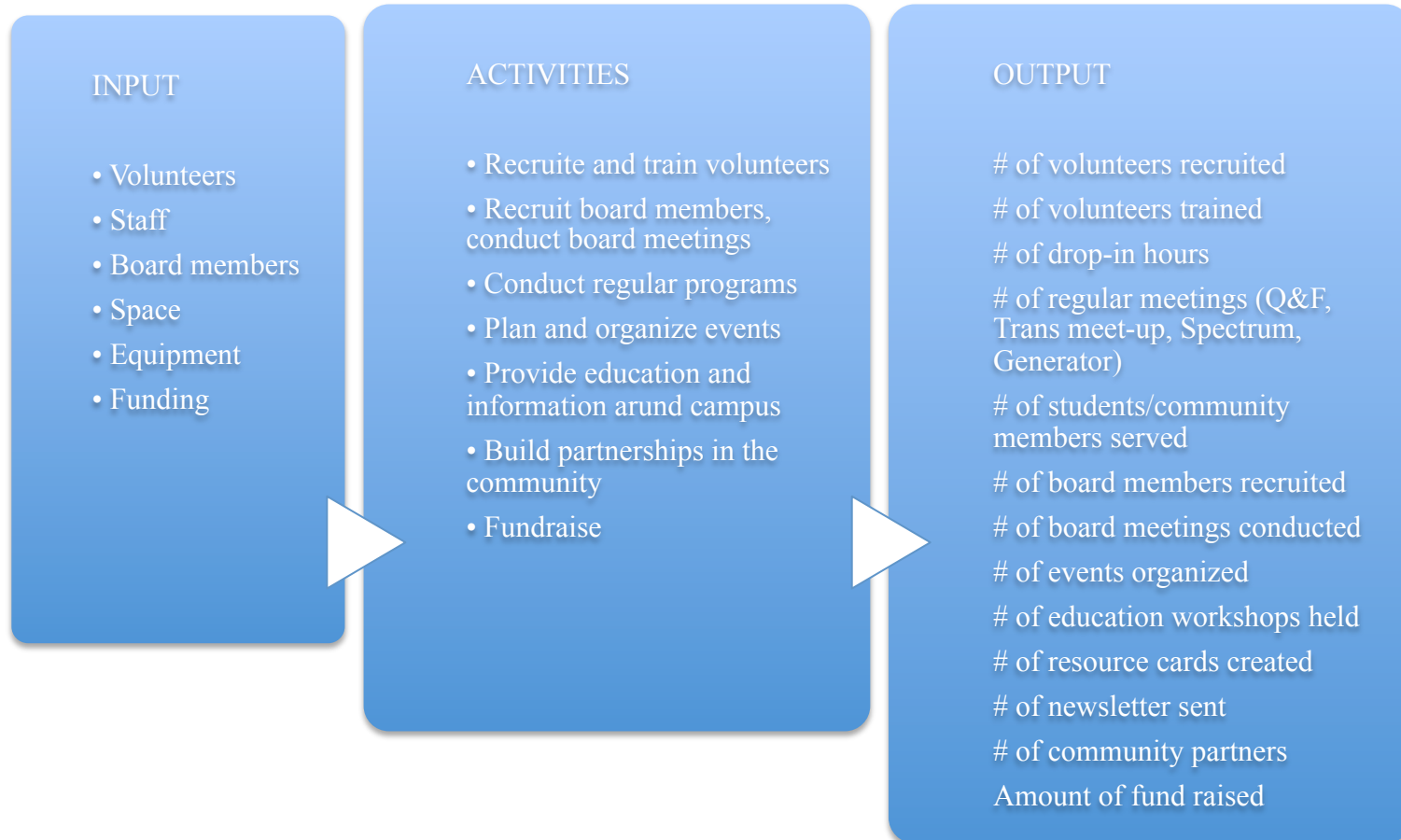
<p>3. Build a caring and supportive network between visitors and volunteers</p>	<p>(1) The degree of connection and trust between visitors and volunteers  (2) Number of new friends gained during the drop-in hours  (3) Frequency of hanging out/talking with other visitors or volunteers outside drop-in hours</p>	<p>1. Questionnaire  2. Interview with visitors and volunteers, visitor focus groups</p>	<p>The visitors and volunteers</p>	
<p>4. Improved individual resilience</p>	<p>(1) Reduced stress and anxiety regarding gender/sexuality/religious issues through the support from organizers and other participants  (2) Reduced risk in suicide  (3) Participants' view of oneself and the situation  (4) The degree of awareness and practice in self-care strategies  (5) Skills learned to manage strong feelings and stress</p>	<p>1. Questionnaire:  (1) Psycho-metrics  (2) Individual resilience scale  (2) Open-ended comments  2. Interview with visitors and volunteers, visitor focus groups</p>	<p>The visitors and volunteers</p>	

<p>5. Increased self-efficacy and empowerment in coping with challenges faced by LGBTQ+ group</p>	<p>(1) The willingness and actual actions to confront the exclusion, isolation, and discrimination faced by LGBTQ+ group  (2) The willingness and actual actions to help others facing similar situations</p>	<p>1. Questionnaire:  (1) General self-efficacy scale  (2) Open-ended comments  2. Interview with visitors and volunteers, visitor focus group</p>	<p>The visitors and volunteers</p>	
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## Part II Process Evaluation

Evaluation Questions	Indicators	Data Collection Methods	Respondent(s)	Timing of Data Collection
What are the essential program components of the Landing, as identified by key stakeholders?				
To what extent are volunteers implementing the identified essential components as intended by the mission statement and key stakeholders?	(1) Fidelity in implementation (2) Adaptation in implementation (3) Dose delivered (4) Reach	1.Fidelity and adaptation: volunteer implementation survey; volunteer interviews 2. Dose and reach: the recording metrics	Volunteers	Every month
What is the level of participant satisfaction with the program?		Participant satisfaction survey; participant interviews	Participants	Each semester
What is the level of volunteer satisfaction with the program?		Volunteer satisfaction survey; volunteers interviews	Volunteers	Each semester
What are the barriers to the implementation of the program?		Interviews	All program stakeholders, mainly volunteers	Every semester
What suggestions do stakeholders have for improving the program?		Interviews	All program stakeholders	Each semester

## Part III Program Outputs





# **The Landing Volunteer Training Evaluation Report**

**Nov 6, 2017**

## **Part I Introduction**

### **1. Training Objectives**

The Landing is a non-profit service at the University of Alberta that offers support for gender and sexual diversity. Volunteers and staff at the Landing strive to promote gender equity on a broad scale, and advocate for the safety and acceptance of individuals of all genders and sexualities in campus life.

The Landing Specific Training is designed to:

- 1) help volunteers understand the Landing's mission, value, and expectation of volunteers;
- 2) familiarize volunteers with support skills and available resources;
- 3) provide volunteers with knowledge regarding gender, sexuality, and intersectionality.

Through the Landing specific training, we expect volunteers to

- 1) understand and be prepared to meet their responsibilities at the Landing
- 2) increase their knowledge regarding support strategies, available resources, and gender & sexuality
- 3) feel more confident in work with LGBTQ+ individuals

This report intends to evaluate the effectiveness of the Landing Specific Training from the abovementioned three aspects.

### **2. Training Attendance**

The two Landing Specific Trainings were held on Sep 28 and Oct 2, 2017 at the Student Union Building. Altogether 16 volunteers attended the two trainings.

## **Part II Evaluation Results**

We used a post-training questionnaire to evaluate the effectiveness of the training. Most of the questions on the questionnaire used a 5 point Likert scale that allows volunteers to assess their satisfaction, knowledge, and confidence level. Each of these questions has a statement, such as "the presentation today is easy to understand", and asks respondents to choose on a 5-point scale ranging from "strongly disagree" to "strongly agree".

We sent out 16 questionnaires after the training and collected 13 questionnaires back. The response rate is 81.25%

### **1. Training satisfaction**

Overall, the volunteers are satisfied with the Landing specific training. Volunteers' responses reflected positive impression on the speaker(s) and the training content. The main results of this section are listed below:

- 93% of the respondents agree or strongly agree that the presentation is easy to understand
- 100% of the respondents agree or strongly agree that the speaker(s) of the training is effective in helping them learn the content
- 93% of the respondents agree or strongly agree that they can immediately apply the content provided by the training
- 92% of the respondents agree or strongly agree that the training improved their understanding of volunteer responsibilities, and 85% of the respondents agree or strongly agree that the training prepares them to meet these responsibilities

Regarding the length of the training, only 62% of the respondents agree (or strongly agree) that the length is appropriate. Volunteers' attitudes toward the length is mixed. 3 volunteers suggested the training to be longer and cover more information. 2 volunteers suggested the training to be split in two sessions so that more information could be covered.

Although the training took place at night, 92% of the respondents indicate that they were engaged with the training for more than 60% of the time.

On average, on a scale from 1-10, volunteers rated a score of 8 on their satisfaction of the training.

### **2. Volunteer learning**

Overall, respondents demonstrated learning of the training content to a large extent, through their self-assessment on the degree of learning as a result of completing the training. The main results of this section are listed below:

- 92% of the respondents agree or strongly agree that 1) they gained a better understanding of intersectionality and oppression; 2) they can come up with several solutions to confront oppression and offence; 3) they know how to use pronouns properly.
- 83% of the respondents agree or strongly agree that they feel more comfortable using active listening skills
- On average, the 12 respondents rated a score of 4.2 on the degree of learning of the training content

- However, only 75% of the respondents agree or strongly agree that they can locate resources that support LGBTQ+ individuals.

To further fill in this knowledge gap, the Landing office has compiled a referral/resource quick reference chart which includes a comprehensive list of on and off campus organizations and resources. The office has also created a resource chart that lists available services outside the regular hours of the Landing. The charts were distributed to volunteers so that they can refer visitors to different organizations if needed.

### **3. Volunteer confidence**

Overall, respondents demonstrated a high degree of confidence in supporting LGBTQ+ individuals as a result of completing the training:

- 92% of the respondents agree or strongly agree that they feel more confident in working with LGBTQ+ individuals and supporting them
- 100% of the respondents agree or strongly agree that they feel more confident in handling a wide range of situations faced by LGBTQ+ individuals

## **Part III Conclusion**

The evaluation results demonstrated the effectiveness of the Landing specific training in achieving the three expected outcomes: 1) through the training, respondents gained a deeper understanding of their roles and responsibilities as the Landing volunteers; 2) they learned practical skills, such as active listening, calling out, and use of pronouns, as well as theoretical knowledge regarding gender and sexuality, which they can apply directly to their work; 3) the volunteers' improved their self-efficacy and confidence in supporting LGBTQ+ individuals at the Landing as a result of completing the training. We may safely draw a conclusion that the training served the mandate of the Landing and equipped volunteers with the knowledge and skills necessary to performing their duties at the Landing.

# The Landing Monthly Program Metrics Summary

## Part I Drop-in Hours

### 1. Program overview

- Recording period: Oct 23-Nov 23, 2017
- Number of shifts provided during the period: 96
- Number of volunteers working in this period: 15

### 2. Metrics summary<sup>1</sup>

129 visitors came to the drop-in hours during this period

#### Visitor Affiliation

Category	Undergraduate students	Graduate students	Faculty and staff	Community members outside the university	Did not reveal their affiliation
Number	100	1	5	12	8

#### Resources Sought For

Category	Counselling & peer support	Education & information	Resource library	Menstruation or safe sex products	Referral	Other <sup>2</sup>
Number	16	5	3	1	3	73

### 3. Volunteer concerns over the month

(1) Students came in to the space to talk about some content in their textbooks that discriminates against gender and sexual minorities. One volunteer suggested that we can assist students to reach out to their professors regarding this issue (which has been brought up several times) or we can invite professors on behalf of these students to use our resources.

(2) One volunteer is concerned with the lack of support for asexual individuals.

<sup>1</sup> Please note, all following data are based on the report of volunteers

<sup>2</sup> Please note, in month's metrics, this question does not have a "hang out" option. However, according to the shift summaries, many volunteers mentioned that visitors came to the Landing just to hang out, such as having general discussion, having lunch or tea, or studying. Over 90% of the visitors who fall in the "other" category came to hang out. Therefore, for next month's metrics, we will add the "hang out" option to this question.

(3) One volunteer suggested keeping track of the number of people coming in to talk about mental health diagnoses and related issues. The rationale is that the Landing can provide very limited professional help for visitors with mental health issues and the Landing might need to have a professional counsellor in 5 years to provide support for the queer community. So we need the data to support our action in the future.

## Part II Queerness and Faith

### 1. Program overview

- Recording period: Sep 13-Nov 23. 2017
- Number of meetings held during the period: 9
- Number of volunteers running the meetings: 2

### 2. Metrics summary

39 people participated in the meetings during this period<sup>3</sup>

#### Visitor Affiliation

Category	Undergraduate students	Graduate students	Faculty and staff	Community members outside the university	Did not reveal their affiliation
Number	10	6	11	8	4

### 3. Theme of each meeting

Date	Theme
17-09-13	Building a common language
17-09-20	Common language
17-09-20	Common language
17-09-27	Intersections of a Academia religion and LGBTQPITTANU
17-10-04	Vigil Missing and Murdered Indigenous Women and Girls (MMIWG).
17-10-18	Two spirit presentation
17-10-25	Your faith on feminism conference
17-11-01	Islam
17-11-98	Queerness and Christianity (Guest speak present)

<sup>3</sup> Please note, the number of participants include the organizers.

## Part III Trans Meet-up

### 1. Program overview

- Recording period: Oct 1-Nov 23. 2017
- Number of meetings held during the period: 2
- Number of volunteers running the meetings: 1

### 2. Metrics summary

9 people participated in the meetings during this period<sup>4</sup>

#### Visitor Affiliation

Category	Undergraduate students	Graduate students	Faculty and staff	Community members outside the university	Did not reveal their affiliation
Number	6	2	1	0	0

---

<sup>4</sup> Please note, the number of participants include the organizers.

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Description	Quantity	Price	Net Amount	GST	Amount
GST Exempt Bears Basketball - BB230/402183	1.00 EA	9,000.00	9,000.00	0.00	9,000.00
GST Exempt Pandas Basketball - PB230/402183	1.00 EA	9,000.00	9,000.00	0.00	9,000.00
GST Exempt Bears Volleyball - BV230/402183	1.00 EA	9,000.00	9,000.00	0.00	9,000.00
GST Exempt Pandas Volleyball - PV230/402183	1.00 EA	9,000.00	9,000.00	0.00	9,000.00
GST Exempt Bears Football - BF230/402183	1.00 EA	20,000.00	20,000.00	0.00	20,000.00
GST Exempt Bears Hockey - BH230/402183	1.00 EA	8,000.00	8,000.00	0.00	8,000.00
					Continuing....

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Description	Quantity	Price	Net Amount	GST	Amount
GST Exempt Pandas Hockey - PH230/402183	1.00 EA	10,000.00	10,000.00	0.00	10,000.00
GST Exempt Bears Soccer - BS230/402183	1.00 EA	9,000.00	9,000.00	0.00	9,000.00
GST Exempt Pandas Soccer - PS230/402183	1.00 EA	9,000.00	9,000.00	0.00	9,000.00
GST Exempt Bears Swimming - SW230/402183	1.00 EA	9,000.00	9,000.00	0.00	9,000.00
GST Exempt Pandas Swimming - SW230/402183	1.00 EA	9,000.00	9,000.00	0.00	9,000.00
GST Exempt Golden Bears & Pandas Cross Country - XC230/402183	1.00 EA	7,000.00	7,000.00	0.00	7,000.00
					Continuing....

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Description	Quantity	Price	Net Amount	GST	Amount
GST Exempt Pandas Wrestling - WR230/402183	1.00 EA	9,000.00	9,000.00	0.00	9,000.00
GST Exempt Bears Wrestling - WR230/402183	1.00 EA	9,000.00	9,000.00	0.00	9,000.00
GST Exempt Pandas Rugby - PR230/402183	1.00 EA	9,000.00	9,000.00	0.00	9,000.00
GST Exempt Golden Bears & Pandas Curling - BC230/402183	1.00 EA	4,000.00	4,000.00	0.00	4,000.00
GST Exempt Golden Bears & Pandas Golf - BG230/402183	1.00 EA	3,375.00	3,375.00	0.00	3,375.00
GST Exempt Golden Bears & Pandas Tennis - TE230/402183	1.00 EA	4,000.00	4,000.00	0.00	4,000.00
					Continuing....

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Description	Quantity	Price	Net Amount	GST	Amount
GST Exempt University Athletic Board (UAB) Administration & 1st Year Orientation - IU130/402183	1.00 EA	5,000.00	5,000.00	0.00	5,000.00
GST Exempt Athletic Events - Mascot Replacement/A-Team - EV300/402183	1.00 EA	17,000.00	17,000.00	0.00	17,000.00
GST Exempt Coaching Support - Golden Bear & Pandas Swimming - SW130/402183	1.00 EA	3,000.00	3,000.00	0.00	3,000.00
GST Exempt The Sport Conference - IU107/402183	1.00 EA	10,000.00	10,000.00	0.00	10,000.00
GST Exempt Golden Bears & Pandas Track & Field - TR230/402183	1.00 EA	20,000.00	20,000.00	0.00	20,000.00
					Continuing....

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Billing Department: Athletics  
 Billing Inquiries: (780) 492-1017  
  
 Payment Inquiries: Accounts Receivable  
 780 492 0698

Description	Quantity	Price	Net Amount	GST	Amount
GST Exempt Coaching Support - Golden Bear & Pandas Wrestling - WR230/402183	1.00 EA	7,000.00	7,000.00	0.00	7,000.00
GST Exempt Coaching Support - Golden Bear & Pandas Track & Field - TR230/402183	1.00 EA	20,000.00	20,000.00	0.00	20,000.00
GST Exempt Athletic Events - UA International Project - EV300/402183	1.00 EA	5,000.00	5,000.00	0.00	5,000.00
GST Exempt Athletic Events - Digital Enhancement - EV300/402183	1.00 EA	21,000.00	21,000.00	0.00	21,000.00
				<b>Subtotal</b>	263,375.00
				<b>GST</b>	0.00
				<b>Total Due</b>	<b>\$ 263,375.00</b> CAD
GST Registration Number 108102831					

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## STUDENT LEGAL SERVICES OF EDMONTON (SLS)

### ADMINISTRATION OFFICE

East Campus House  
11036 88 Avenue  
Edmonton, Alberta, T6G 0Z2  
Telephone: 780.492.2226

### CIVIL/FAMILY LAW

Telephone: 780.492.8244

### CRIMINAL LAW

Telephone: 780.425.3356  
Telephone: 780.492.2226

### LEGAL EDUCATION/REFORM

Telephone: 780.492.2227

### PRO BONO STUDENTS CANADA

Telephone: 780.492.8287

### EMAIL

sloed@ualberta.ca

### FAX

780.492.7574

November 13, 2017

Via Email

Audit Committee  
Students' Union  
2-900 SUB, 8900 114 st.  
Edmonton, Alberta  
T6G 2J7

### RE: Students' Union Disbursement of Funds – Student Legal Services

Pursuant to the terms of Bylaw 6000(2), please find enclosed all necessary information for DFU fund disbursement

Should you require any further information, please do not hesitate to reach me at [npthomso@ualberta.ca](mailto:npthomso@ualberta.ca) or by phone at 780.492.2226

Yours truly,

Neil Thomson  
Executive Coordinator 2017  
Student Legal Services of Edmonton

CONDITIONS OF RECEIPT:

S. 2(1)(b) – Alexander Brophy has been appointed to our Board of Directors by the Students' Union, pursuant to s. 10.06(b) of our Bylaws

s. 2(1)(b.i) – Appendix A: 2017-2018 Global Budget

s. 2(1)(b.ii) – Appendix C: 2016-2017 Audited Financial Statement

s. 2(1)(b.iii) – I am not aware of any contracts in existence between Student Legal Services of Edmonton and the Students' Union.

s. 2(1)(b.iv) – The mandate of Student Legal Services of Edmonton is to assist undergraduate students not enrolled in the Augustana Faculty and members of Edmonton's low-income community with legal issues, free of charge. For evidence of compliance with this mandate see Appendix B: SLS Annual and Mid-Term report 2017.

## Appendix A: Global Budget 2017-2018

### GLOBAL BUDGET

	Budget 2016/2017	Projected Budget 2017/2018	Variance \$	Variance %
Casino	\$38,396.15	\$44,303.25	\$5,907.10	15.38%
CSJ (Federal)	\$26,581.95	\$35,442.60	\$8,860.65	33.33%
Students' Union	\$47,256.80	\$35,442.60	\$-11,814.20	-25.00%
SU non-payroll exp.	\$4,000.00	\$4,000.00	\$0.00	0.00%
STEP (provincial)	\$0.00*	\$17,721.30	\$17,721.30	-
Total non-ALF exp	\$116,234.90	\$136,909.75	\$20,674.85	17.79%
Global Total Budget	\$517,506.82	\$526,207.21	\$8,700.39	1.68%

\* Although not budgeted for, the reintroduced provincial program resulted in funding of \$18,924.00 for 2016/2017

Each year SLS received approximately \$1.00 from every student at the University of Alberta. In 2012-2013, SLS requested more from ALF than ever previously in order to allow SLS to create a reserve fund of money. This fund is subject to fewer restrictions than our other sources of fundings.

The reserve fund is maintained to cover unexpected expenses and student salaries. Along with the funds we receive from the Students' Union, SLS receives funding from the Alberta Law Foundation, a bi-annual AGLC casino event, and both provincial and federal job grants. This funding allows SLS to hire 27 summer workers who carry the organization's workload through the four summer months. These workers continue as volunteers for the entirety of the school year subsequent their term of work.

The remainder of incoming SU funds will continue to pay for our subscriptions to current statutes, publications and legal texts.

# Student Legal Services Year End Report (Jan-March 2017)

## **About the program/project.**

Student Legal Services of Edmonton has continued into its 48<sup>th</sup> year of operation with its guiding mandate to serve the low-income community of Edmonton. There have been some significant changes to the organization logistically, and we do foresee a number of new changes to be put in place by the next reporting period. This report will provide an update on our progress for the current operating year as well as our financial status as of March 31, 2017.

## **Notable developments/changes during the reporting period.**

### **Internal Developments:**

Hiring – We were able to hire twenty summer staff once more for the year of 2016. These staff members continued on as ‘day-leaders’ in the fall and winter in a volunteer capacity. All twenty members continued as supervisors. In March of 2017 we carried out another hiring call for new summer employees. Offers were sent out at the end of March and we once again have twenty students who have signed these offers to work for May thru August of 2017.

Election – Elections this year had seven candidates running for the seven positions. Voter turnout was understandably low given the expected outcome of the election. All seven candidates were affirmed into their managerial positions and began in January of 2017 for their year-long appointment.

Recruitment – We had three major staff events surrounding recruitment and retention this year. The week of September 5-9<sup>th</sup> was the University’s orientation period for new Law students. Our volunteers were involved in touring and engaging with the new students. This year Emily Murphy House was not officially part of the orientation tour but volunteers operating as tour leaders made an effort to extoll the benefits of Student Legal Services and explain where the operations took place. Alongside general orientation activities, Student Legal Services organized in our now yearly ‘wine and cheese’ event for volunteer recruitment. This event took place on September 14<sup>th</sup> and involved a meet and greet atmosphere with previous summer workers and advising lawyers speaking with first year students. The third large event concerning recruitment and retention was our volunteer appreciation night. This year it took place later than usual on April 7<sup>th</sup>, but was still well attended by our volunteer base.

Administrative Assistant – Our new Administrative Assistant, Tia Kummer, began in her position on September 12, 2016. \*As of June 2, 2017, Tia Kummer is no longer employed by Student Legal Services. Temporary staff will be filling this role while we search for a new employee.

University – Student Legal Services and the University were in daily conversation this in the months of March and April. On March 9<sup>th</sup>, representatives from Facilities & Operations, the Faculty of Law, and Student Legal Services met to discuss long term goals of cooperation and a potential for shared space in the future. Immediate concerns of Emily Murphy House were also discussed and underpinned the impetus for this conversation, namely the necessity of Student Legal Services re-location. We aim to keep these avenues of dialogue open as we work to find pragmatic space solutions and work towards the faculty of Law’s desire for experiential learning content.

IT – Owing to the change in locations, there was some slight disruption in our phone lines this spring. Our message lines were kept operational at Emily Murphy House for as long as possible while new fibre optic cables were run into the new location. This took about a week longer than expected, but by the second week of May our operations were back at full capacity.

### **External Developments:**

CCDC – In cooperation with PBSC and PBLA, we have continued to provide volunteers during the fall and winter, and staff in the summer to work alongside advising lawyers at Civil Claims Duty Counsel.



Lawyers Play – Student Legal Services once again had the pleasure of volunteering for the annual Lawyers play fundraiser put on by the Players *De Novo*. Given the date of this report, I can also say that we were invited to volunteer again this past May and were happy to do so.

Change in Advising Lawyers – Due to staff changes at the Family Law Office in Edmonton, we have two new Family Advising Lawyers as of April 2017. Jeffery Kellerman and Jessica Chapman are now acting in this capacity.

Board Changes – Our Board of Directors has undergone a slight change in composition. At our general election and Alberta General Meeting, Robert Lavalley and Kaleb Moore were elected to the board, while Ben Seigel and Heidi Besuijen were re-elected to their board positions. In January, we received notice that Katie Rowe would be resigning from her role on the board for personal reasons and the search has begun in earnest for someone to fill her position. At our bi-monthly board meeting in April, Jessica Proudfoot resigned her position as chairperson of the board while remaining as a voting member of the board itself. Through a unanimous vote, Patrick Bigg was elected to chair of the board and Heidi Besuijen was elected to the position of vice-chairperson.

Strategic Planning Results – On a yearly basis, new management committees draft a strategic plan of short and long-term goals with a board sub-committee. This year our expressed short-term goals were to: address and strengthen training and team support, reorganize and begin operations out of our new location, and finally to develop and execute strategies of volunteer recruitment and retention. These goals fit directly within our mission statement's strategic outcomes of: i) Increased access to justice for low-income individuals, ii) Engaging learning opportunities for law students, iii) Demonstrated and recognized leadership in the legal community, iv) Develop avenues for students to advance legal reform initiatives.

Main Office Move – Although our office was arranged to move locations after the period this document concerns, it is of course a significant development which necessitates its own description with this report. Our office received notice on the 7<sup>th</sup> of April 2017 that the University was ready to move our main office location out of Emily Murphy House. We had been in consultation with the University regarding this for a number of months but did not have a specific location until this time. We undertook an inspection of the location (11036 88<sup>th</sup> ave T6G 0Z2) and it suited our needs quite well. The space was cleaned and renovated as we prepared for the move of locations. All items were moved by the University on April 29<sup>th</sup> and operations returned unofficially on May 1<sup>st</sup> while our management undertook training of summer staff. Our office officially opened for walk-ins and phone calls on May 5<sup>th</sup>. Despite some early growing pains with phone lines and internet, operations have returned to normal. The university was quite accommodating in their provision of space and have been very responsive when issues arise. The University of Alberta was also generous enough to provide a wheelchair ramp when the lack of one was raised by our office. We are now accessible to those with mobility issues once again.

#### **Statistics and Project Outcomes:**

Statistics have not yet been calculated for the first quarter of 2017. Data has been collected and management is preparing internal reports as in years past. The data has not significantly shifted from what was presented from the period of January – December 2016. The new statistics will be presented once completed.

#### **Analysis of outputs and outcomes for the reporting period, including an explanation for variances from targets set in the ALF grant application.**

Previously provided was a copy of Student Legal Services' budget reconciliation for the financial reporting year ending in March of 2017. Below is an explanation of variances in expenses and a brief description of other funding sources for the organization.

#### **Expenses:**

Salaries/Benefits – Our salary and benefit expenses were slightly out of step with expected to the amount of \$910. We received a notice of resignation from our Administrative Assistant, Jennifer Kennedy, at the end of August. A temporary staff member was arranged from Diversified Staffing Solutions until a new Administrator could be found. A contract was signed with our new Administrator, Tia Kummer, on September 12<sup>th</sup>, 2016. This change of staff accounts for the difference in expenditure. Similarly, benefits were affected as, although Blue Cross insurance rates increased, we were without a staff member earning them for 6 months.

Contracts – Contractual obligations amounted to the expected rate. The increased cost of \$182 for the year is the result of increased fees for the Ceridian system.

Premises – Our new lease with our Xerox machine is a lower rate per month and as such, resulted in \$369 of savings over the year. These savings were offset by an increase in our office insurance premium (\$318). Along with a change in maintenance costs, the result was a net savings of \$122 over the year.

Programming – There was a significant amount of variance in our spending pattern with regards to programming. Roughly \$1500 less was spent on supplies, but \$891 more than expected was spent on printing costs. Our travel expenses were significantly under budget (\$1249), as were our expected IT costs (\$784). The former is the result of simply less travel being expensed, while the latter is explained by the fact our office did not need extra IT support that it required in the previous year. There was also less spent on “Board of Directors” and advertising. The reduced cost of \$252 is on account of your annual executive caricature. This was completed in April instead of the usual March date and the cost is reflected therein. Advertising was \$1126 less than expected because we chose not to print off documents reflecting the address of Emily Murphy House. Printing was delayed until we became aware of the new address which occurred in late April.

#### **Additional Funding Sources:**

Summer Jobs Grants – Canada Summer Jobs Grants through the Federal government and STEP through the Provincial government provided for a portion of our staff salaries. We received \$26,581.95, and \$18,924.00 respectively. The amount received from the federal job grant was substantially lower than we had expected in our budget, but this was made up for by accessing our Student Union finances.

Casino – Our Bi-Annual Casino fundraiser is set to take place this fall, and paperwork is currently being filed with AGLC in accordance with their deadlines. Split between the previous year of operations, Casino finances accounted for \$38,396.15 in funding for this fiscal year.

Student Union – Although approximately \$18,000 had been budgeted from the Student Union, the final numbers of funding were \$47,256.80 in payroll expenses. The \$4,000 budgeted for non-payroll expenses were consistent with what was used.

**Audit:** Our AGM in November resulted in a vote to approve the annual budget. On May 24 we were informed that the audit was going excellently and that a report was soon to be drafted pending the arrival of this document into their possession. This report will be discussed at our Board of Directors meeting on June 21.

#### **Analysis of budget versus expenditures for the reporting period, including an explanation for variances from the budget submitted with the ALF grant application.**

##### **Variance:**

As our reconciliation document indicates, there was a variance of \$4,991 between projected and actual expenditures. As such this amount will be returned to the Alberta Law Foundation at the completion of our annual Audit.

If there are any remaining questions with regards to this report, please contact me at [npthomso@ualberta.ca](mailto:npthomso@ualberta.ca) or through the office at 780.492.2779

All of this is respectfully submitted on June 6, 2017

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Neil Thomson  
Executive Coordinator 2017  
Student Legal Services of Edmonton

# Student Legal Services Midterm Report (April-October 2017)

## Narrative

### Overview

Student Legal Services of Edmonton has progressed through another successful calendar year, fulfilling our stated mandate through all projects. This report comprises a narrative update of our progress within the organization, as well as our financial position as of September 30, 2017. This year was unique from those in recent memory as SLS operations officially moved in a new location as of May 1, 2017. Despite the growing pains of a new office, it was overall a successful spring and summer once again for the organization.

This report will be drafted into five sections, beginning with a general administrative narrative, followed by statistics gathered from each of the four projects under the SLS banner.

### Financials

#### Grant Proposals

All grant proposals and funding requests for the fiscal year of 2017-2018 were approved. As of October 31, 2017, we have received the majority of our ALF grant, and the entirety of the Canada Summer Jobs Grant. The re-introduced Alberta STEP grant was also a part of our proposed budget this year. We received a total of \$11760.00 in mid-October.

#### Savings Accounts

Our reserve fund remains healthy. We have moved some funds between accounts to account for gaps between expenses and fund distribution.

#### Financial Review

The revised financial review process that began with the Executive Coordinator in 2013 has continued. The bank reconciliation process has not changed. Our bookkeeper is responsible for generating a monthly Budget/Actual comparison. The Executive Coordinator reviews the trial balance and all expenses, and compares them to the bank's copies of the cashed cheques, signing off on the financial documents when this is complete. These budget comparisons are brought before the Board of Directors on a bi-monthly basis.

#### Audit

Our annual audit was completed in June of this year. The report was approved by our Board of Directors in July, and a copy of the audit was forwarded to ALF for review.

#### Casino

Our fundraising through AGLC occurs every two years. This year our casino fundraiser has been scheduled for December 19<sup>th</sup> and 20<sup>th</sup>. These funds will pay for summer student staff salaries in 2018.

### Internal

#### University

At the beginning of 2017, our organization was in communication with the University regarding a new office space while Emily Murphy House (EMH) underwent substantial renovations. On March 9<sup>th</sup> representatives from the faculty of law, office of the university architect, and facilities and operations met with our acting board chair (Jessica Proudfoot) and myself. No specific actions for the upcoming renovations were discussed at this meeting, but a dialogue was opened for long term goals between the faculty, SLS, and the university.

On April 7<sup>th</sup> a prospective location for SLS' office relocation was identified and a walk through was arranged. Following up on this walk through, the university arranged to move our office from 11011 88<sup>th</sup> avenue to 11036 88<sup>th</sup> avenue on April 29<sup>th</sup>. Our staff packaged all office material and furniture in preparation for the move, and were able to access our new location on May 1<sup>st</sup>. Operations were delayed slightly as we unpacked our materials and supplies, but we were able to open to the public on May 8<sup>th</sup>. Despite being open to the public, our phone lines experienced a total disruption for the first half of May as the telecom infrastructure at the new location needed to be replaced entirely by university staff. During this time our criminal division was able to maintain regular operations as of May 5<sup>th</sup> since our "Corona" office downtown was not subject to the move.

We received no solid answers as to how long we can expect to remain in this location on campus, but we were assured that at a minimum, we would be in this new space for two years while the University continues to modify the grounds of East Campus.

## Hiring

Hiring for the summer took place on March 4<sup>th</sup> and involved 51 applicants. We once again hired 20 students for the summer months at the wage of \$2750/ month. These workers have continued as volunteer supervisors as of September this year and will do so until the school year has concluded. Employee training took place over the days of May 1<sup>st</sup> to May 4<sup>th</sup> and included general staff training from SLS management as well as informal seminars run by our advising lawyers over full working days.

## Administrative Assistant

Our office Administrator, Tia Kummer was dismissed from her position without cause as of June 2 2017. A temporary administrator was hired to fill the position while we conducted interviews. Over 90 applications were received in the course of three days and ultimately, 9 interviews were conducted. Jessica LeBlanc was chosen to fill the position full time and began working on June 19<sup>th</sup>. As of September 19<sup>th</sup>, Jessica has passed her probationary period and is continuing in a permanent capacity.

## Bylaws

Over the summer, our Board of Directors undertook to rewrite some of the bylaws of the organization so they could be approved and passed at our annual general meeting in November. The two changes are respectively:

*Bylaw 2.03 will be amended to update the location of the Administration Office. The relevant portion of the bylaw will be replaced with: "Administration Office" means the Administration Office of the Society, located at 11036 88 Ave NW, Edmonton, Alberta, T6G 0Z2.*

*Bylaw 10.11.1 will be amended to permit Board Directors to attend meetings by telephone where circumstances require it. The amended portion of the bylaw will read as follows: A Director may attend a Board meeting by telephone conference call, video conference, or such similar method as will permit the Director to hear the other participants, to participate in the meeting, and for the other participants to hear the Director. Voting Directors attending by telephone conference call, video conference, or similar method shall be permitted to vote in the same manner as though that Voting Director had attended in person.*

## External

### Overview

One of our main focuses as an organization this year was to maintain a high level of service and presence in the community despite the disruption of relocating our main office. Statistically, we have continued to operate at the same levels on all of our projects and, as with years previous, have seen an incremental increase in criminal files.

We have worked to expand our PBSC project by forming a pilot project concerning immigration files. Our organization has continued involvement with PBSC national and PBLA initiatives. We continue to engage with events in the faculty of law and look for new initiatives that can be joined with other student groups on campus. Our presence in the legal community at large continues as well, as we continue to be involved in legal outreaches and community events.

## **PBLA**

Our office has continued to build a collaborative relationship with Pro Bono Law Alberta. During the school year our volunteers assist with the Civil Claims Duty Counsel project at the provincial courthouse. During the summer months we use staff to fill the gap left behind by the missing volunteers. We continue to be a part of bi-monthly access to justice conference calls with provincial organizations, facilitated by PBLA, and will be attending their annual roundtable discussion once more this year, taking place November 24<sup>th</sup> in Calgary.

## **PBSC National Conference**

As with years previous, our office was able to send the Executive Coordinator and PBSC Coordinator to the University of Toronto for a four-day conference with other PBSC Chapters across Canada. This conference was a valuable opportunity for both coordinators to learn more about the functioning of the organization and meet with the national staff members. During this trip we were able to have a meeting with the active director of PBSC national and discuss the ongoing relationship between our two organizations in the form of a memorandum of understanding between all chapters. While the details of that relationship have been discussed for the past several years and continue to be discussed, our organizations continue to work together on common areas where staff and resources overlap.

A report of the national conference as Appendix B.

## **PBSC Project Expansion – Immigration Pilot Project**

During the spring our organization was approached by practicing immigration lawyers and ACT Alberta (Action Coalition on Human Trafficking) to discuss the possibility of students participating in immigration work under the supervision of advising lawyers. Through our discussions it seemed that PBSC project structure would be the most suitable for such a project to fit under. Currently, our PBSC coordinator and members of our board are working to design a pilot project for work on humanitarian applications under the supervision of advising lawyers who have agreed to participate with the project. This pilot project is expected to have essential paperwork drafted by the conclusion of the year.

## **Pro Bono Presentation**

As with last year, a professor within the Law Faculty put together an event for the Pro Bono Community. Anna Lund once again approached SLS and this time encouraged our Civil and PBSC coordinators to give short presentations while our Executive Coordinator gave brief introductions alongside the Dean of Law and Edmonton Community Legal Centre board members. This event was attended well by practicing lawyers as well as representatives from PBLA and the judiciary.

## **Elizabeth Fry Society**

The Faculty of Law, in conjunction with the Elizabeth Fry Society, arranged for three women within the organization to speak on their experiences within the justice and prison systems. This event was, we hope an attempt to open dialogue within the community and encourage relationships between organizations with common goals. SLS was approached late in the process of this event but along with the 'Women's Law Forum' and 'Indigenous Law Students' Association', supported the event as a joint enterprise.

## **Civil/Family Project**

### **January-August**

The Civil/Family Law Project continues to operate as a significant telephone and face-to-face resource of legal information and representation for the community. So far this year we have received 1736 calls and 224 walk-

ins. These numbers represent a 14% decrease in calls from this time period last year but is an exact match to last year's walk-in rate. As noted in the general narrative, much of this variance in phone calls could be explained by the lack of phone lines for a significant period of May:

Summary	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
Civil Calls	129	77	145	27	172	159	165	96	<b>970</b>
Civil Walk Ins	34	19	25	3	38	16	13	11	<b>159</b>
Civil Emails	4	0	0	0	0	0	0	0	<b>4</b>
Family Calls	95	84	104	31	135	118	122	77	<b>766</b>
Family Walk Ins	12	3	13	5	10	10	7	5	<b>65</b>
Family Emails	0	0	0	0	1	0	0	0	<b>1</b>
<b>Total</b>	<b>274</b>	<b>183</b>	<b>287</b>	<b>66</b>	<b>356</b>	<b>303</b>	<b>307</b>	<b>189</b>	<b>1965</b>

## Breakdown of Inquiries by Type of Matter

<b>Civil Project</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	
Landlord/Tenant	38	22	38	10	38	29	24	21	<b>220</b>
Small Claims	24	10	12	5	22	14	24	13	<b>124</b>
Contract	11	2	11	0	16	25	20	14	<b>99</b>
Bailment/Personal Property	3	10	1	0	8	4	3	5	<b>34</b>
Debt/Collections Agency	7	1	16	2	11	10	7	4	<b>58</b>
Employment/Labour	12	2	15	2	12	14	19	8	<b>84</b>
Wills/Power of Attorney	15	12	10	1	17	10	12	9	<b>86</b>
Immigration	2	2	2	1	4	4	1	1	<b>17</b>
Insurance/MVA	3	4	10	1	10	3	5	2	<b>38</b>
Torts	2	5	5	1	3	6	7	4	<b>33</b>
Civil Restraining Order	2	0	2	1	6	4	1	2	<b>18</b>
Queen's Bench	6	3	7	0	4	12	14	6	<b>52</b>
Social Services/AISH	0	1	1	0	1	1	1	0	<b>5</b>
EI/ CPP	1	1	1	0	0	1	0	0	<b>4</b>
WCB	3	3	1	0	5	2	1	1	<b>16</b>
Student Appeals	2	1	1	0	2	1	1	0	<b>8</b>
Human Rights	0	3	4	0	4	2	5	0	<b>18</b>
Criminal/By-Laws	17	4	5	1	8	3	4	3	<b>45</b>
Other	15	10	28	5	39	30	29	14	<b>170</b>
<b>Total</b>	<b>163</b>	<b>96</b>	<b>170</b>	<b>30</b>	<b>210</b>	<b>175</b>	<b>178</b>	<b>107</b>	<b>1129</b>

Family Project	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
DYOD	4	3	5	2	5	6	5	2	32
Divorce	35	13	34	9	42	27	40	25	225
Separation	6	7	6	1	6	2	6	3	37
Adult Interdependent Relationships	0	3	2	1	6	3	3	2	20
Custody/ Access ( <i>Divorce Act</i> )	19	14	19	4	17	18	11	11	113
Parenting/ Guardianship/ Contact ( <i>FLA</i> )	10	15	14	5	25	28	27	14	138
Child Support	20	23	16	5	16	15	10	8	113
Spousal Support	1	1	2	2	6	3	0	0	15
MEP	2	0	0	0	0	0	1	1	4
Matrimonial Property	2	0	8	3	1	7	9	1	31
Common Law Property	1	5	1	1	8	3	4	3	26
Domestic Violence/ EPOS	4	1	5	2	4	3	0	4	23
Child Welfare	1	1	3	0	2	4	6	4	21
Other	3	5	10	1	8	9	7	8	51
<b>Total</b>	<b>108</b>	<b>91</b>	<b>125</b>	<b>35</b>	<b>146</b>	<b>128</b>	<b>129</b>	<b>86</b>	<b>849</b>



# Criminal Project

## January-August

### Files Opened

To date, the Criminal Project has opened 636 files since the beginning of 2017. This is an 8% increase from last year. During the 2017 year thus far, there have been 1045 active files, with 448 still remaining actively open. Over the summer alone, caseworkers opened 365 files. Of the 2016 files, 37 remain active.

### Income

The average income of an SLS principal in 2016 was \$14,445, with a minimum of \$0 and a maximum of \$45,528. SLS opened 8 files for U of A undergraduate students in 2017 (no income information was collected in those instances).

So far this year, the average income of an SLS principal in 2017 was \$13,427, with a minimum of \$0 and a maximum of \$43,776. SLS opened 11 files for U of A undergraduate students in 2017 so far. The average family size is 2.27 people.

### Referrals

From January to August, the trends in referrals remained consistent with the previous year. Of the 636 files we opened in 2017, the majority of referrals to SLS continued to come from Legal Aid Alberta. Not all files opened indicated the source of the referral, but of those recorded, the referrals are as follows:

CMO	13
Court	83
Duty Counsel	96
Elizabeth Fry	5
Friend/Family	36
Judge	10
Lawyer	8
Legal Aid	232
Online	29
Other SLS Project	9
Police	2
Previous SLS	53
Probation	0
Social Worker	6
YOU CAN Youth Services	0
Native Counselling Services	5
General Knowledge	16
Crown Prosecutor	3

## 2017 Statistics

The files that have been opened in 2017 cover a total of 1060 charges, broken down as follows:

- 953 Criminal Charges (including CDSA and YCJA charges)
- 79 Traffic Safety Act Charges
- 48 Other Regulatory Charges (including CYFEA)

The specific charges are broken down as follows:

#### Offences Against Public Order

56.1	Identity documents	1
72(1)	Forcible entry	0

#### Firearms and Other Weapons

87	Pointing a firearm	0
88(1)	Possession/dangerous purpose	22
89(1)	Weapon/public meeting	0
90(1)	Concealed weapon	2
91(2)	Prohibited/restricted weapon	0
117.01	Possession contrary to order	0

#### Offences Against the Administration of Justice

127	Disobeying court order	3
129(a)	Obstructing peace officer	14
130(1)	Personating peace officer	1
139(1)	Obstructing justice	0
140(1)	Public mischief	4
145(2)(a)	Fail to attend 145(2)(a)	22
145(2)(b)	Fail to attend 145(2)(b)	19
145(3)	Breach of recognizance	28
145(4)	Fail to comply with summons	3
145(5)	Fail to appear	112
145(5.1)	Fail to comply with undertaking	9

#### Sexual Offences

162	Voyeurism	0
173	Indecent act	2
175	Causing disturbance	8
177	Trespassing at night	0

#### Disorderly Houses, Gaming and Betting

213(1)	Communication/prostitution	0
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#### Offences Against the Person

218	Abandoning Child	2
249(1)(a)	Dangerous operation	4
249.1	Flight	0
252	Fail to remain at scene	4
253(1)(a)	Impaired operation	83
253(1)(b)	"Over 80"	65
254	Refusal to provide sample	24
259(4)	Driving while disqualified	3

264(	Criminal harassment	10
264.1	Uttering threats	54
266	Assault	115
*267(a)*	Assault with a weapon	27
*267(b)*	Assault causing bodily harm	6
270(1)	Assault peace officer	6
270.01	Assault PO weapon/BH	0
279(2)	Forcible confinement	0
286.1	Obtaining sexual services	2

#### Offences Against Rights of Property

333.1	Motor vehicle theft	0
334(b)	Theft under \$5000	117
335	Taking motor vehicle/consent	2
342	Theft/forgery of credit card	4
348	Breaking and entering	1
349	Unlawfully in dwelling house	3
351	Possession break-in tools	2
*355(b)*	Possession of stolen property	25
*355.2*	Trafficking Stolen Property	1
364	Food by fraud	3
368	Uttering forged document	3
372(3)	Harassing phone calls	1

#### Fraudulent Transactions

380	Fraud under \$5000	13
393	Fare by fraud	1
402.2	Identity theft	0
403	Identity fraud	3
423	Intimidation	0

#### Attempts, Conspiracies, Accessories

463	Attempt/Accessory	2
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#### Wilful and Forbidden Acts (Property)

430	Mischief under \$5000	52
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#### Sentencing

733.1	Breach of probation order	27
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#### Summary Convictions

810	Peace bond	1
811	Breach of 810 peace bond	2

#### Controlled Drugs and Substances Act

4(1)	Possession of substance	51
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#### Youth Criminal Justice Act

137	Fail to comply/sentence	2
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#### Traffic Safety Act

51	Operator's licences	9
52	Registration	17
53	Licence plates	1
54	Insurance	20
61	Altered documents	1
69	Duty of driver re accident	4
71	Reports of driver re accident	3
94	Driving while unauthorized	14
167	Production of documents	1

#### Use of Highway and Rules of the Road Regulation

17	One-way highways	0
32	Backing up safely	0
41	Fail to yield to pedestrian	0
36(2)(a)	Fail to stop before entering primary highway	0
57	Traffic Control Device	0

#### Petty Trespass Act

2	Trespass	7
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#### Child, Youth, and Family Enhancement Act

*130(a)*	Child in need of intervention	14
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#### Protection Against Family Violence Act

13.1(1)	Breach of protection order	5
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#### Provincial Offences Procedure Act

5	Fail to attend	4
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#### Emergency 911 Act

8	Frivolous or vexatious 911 calls	2
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#### Animal Protection Act

2(10)	Causing distress	1
2.1	Animal care duties	0
4.1	Abandoning Animal	0

#### Gaming and Liquor Act

87	Minors	1
115	Public Intoxication	1

**Fair Trading Act**

31(2)	Fail to return deposit	1
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**Commercial Vehicle Dimension and Weight Reg**

9	Overweight Vehicle	2
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**Wildlife Act**

15	Eligibility for licence/permit	1
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## Pro Bono Students Canada Project

SLS's PBSC project oversaw 48 students volunteering in 55 placements during the 2016-2017 school year. 20 out of 48 (42%) of volunteers were 1L students, and 13 students (27%) volunteered in a research capacity. The breakdown of volunteers is as follows:

<b>PBSC Project Volunteers by Year and Project</b>				
<b>Year:</b>	<b>1L</b>	<b>2L</b>	<b>3L</b>	<b>All years</b>
<b>Total Volunteers:</b>	20	21	7	<b>48</b>
<b>--Research Projects</b>	5	6	2	<b>13</b>
<b>--Civil Claims Duty Counsel</b>	13	9	2	<b>24</b>
<b>--AHRC Project</b>	0	5	1	<b>6</b>
<b>--Tax Project</b>	0	2	2	<b>4</b>
<b>--QB Amicus Project</b>	0	8	0	<b>8</b>
<b>Total Volunteer Placements</b>	18	30	7	<b>55</b>

### **Short-Term Research Projects:**

The PBSC project oversaw 9 short-term research projects involving five organizations this year. All of the projects have now been concluded. At least three organizations are interested in participating in projects in the coming year.

### **Civil Claims Duty Counsel Project:**

SLS has continued its participation with PBLA's Civil Claims Duty Counsel Project held at the Edmonton Provincial Courthouse. This project is staffed by volunteers assigned to the project during the school year while during the summer months, it is SLS staff who sign up for rotating shifts. PBLA has recently implemented a part-time staff member at the CCDC clinic who works alongside the student volunteers.

### **Alberta Human Rights Commission Project:**

We currently have no active Human Rights file. Our office has been in discussion with the Human Rights Commission, however, and it is their belief that we may be seeing two more files in the near future.

### **Tax Project:**

Only one filed was opened this year through the tax project, and the individual decided to self-represent on the day of the hearing. Our PBSC Coordinator and advising lawyer on the project have been in contact with PBSC national in an effort to increase interest/awareness among self-represented litigants.

### **Queen's Bench Amicus Project:**

PBSC has continued to be involved in the Queens' Bench Amicus project run through the Edmonton court of Queen's Bench. This involves students assisting Amicus Curiae in Masters Chambers applications and Justice Chambers. In addition to providing client intake, students attend Chambers to ensure self-represented litigants are aware duty counsel is available and to advise the court when a client's matter is called while meeting with duty counsel. The Master's Clerks have been effective at soliciting principals to the QB Amicus service and the program is a great asset.

# Legal Education and Reform

## OUTREACHES

Our Legal Education outreaches are an opportunity for the organization to provide free legal information and referrals to the low-income community while also building relationships with the individuals. An overview of the outreaches is as follows (location descriptions are largely from the organizations' websites):

### 1. Jasper Place Health & Wellness Centre

Time of outreach	Mondays 9:30-10:30am
Location description	This community centre just off Stony Plain Road facilitates inclusive services and activities, which embrace and address the housing, education, training, employment, welfare, health, social, cultural and recreational needs of the local community.
Average # of contacts*/visit	4
Total # of contacts*	40
Most popular pamphlets	Landlord & Tenant, Unpaid Fines & Debt Collection
Comments	Jasper Place moved to a new building this summer that will allow them to expand their services and programming. This outreach is only done over the summer. However, given Jasper Place's expanded programming, SLS may begin delivering presentations there during the school year.

### 2. University of Alberta Student's Union Building (SUB)

Time of outreach	Mondays 12:00-1:00pm
Location description	Student center with food court.
Average # of contacts*/visit	4
Total # of contacts*	38
Most popular pamphlets	Landlord & Tenant, Wills, Divorce/Custody, Immigration
Comments	SUB tends to be our most quiet outreach and we speak almost exclusively with students.

### 3. Mustard Seed

Time of outreach	Mondays 5:00-6:00pm
Location description	The Mustard Seed is a Christian not-for-profit organization that delivers basic services, including six evening meals per week, clothing, and personal items, to those living in poverty. The Mustard Seed also supports sustainable life change by providing housing and employment services to those in need.
Average # of contacts*/visit	6
Total # of contacts*	76
Most popular pamphlets	Landlord & Tenant, Replacing ID, Pardons, Unpaid Fines
Comments	We changed the time of this outreach to 5:00pm, right before the dinner service. SLS staff drive to Mustard Seed because it is less accessible by public transit due to the location and time.

### 4. Hope Mission

Time of outreach	Tuesdays 12:00-1:00pm (during lunch service)
Location description	Basic and emergency care are provided to over 800 people daily as well as counsel and referral services for men, women, and youth.

Average # of contacts*/visit	11
Total # of contacts*	151
Most popular pamphlets	Pardons, Homeless Rights, Human Rights, Unpaid Fines
Comments	Hope Mission is only open for lunch for the one hour SLS staff are there with pamphlets. This means that Hope clients generally spend most of their time in line for food or eating, and do not have as much time to approach SLS staff.

#### 5. Boyle Street Community Services Drop-In Centre

Time of outreach	Tuesdays 12:30-1:30pm
Location description	Boyle Street Community Services is a non-profit Edmonton agency which assists individuals and families challenged by homelessness and poverty. They provide cultural, outreach, mental health, housing, family and youth and employment services as well as a drop-in where the community can enjoy great food, warmth and companionship.
Average # of contacts*/visit	5
Total # of contacts*	63
Most popular pamphlets	Landlord & Tenant, Unpaid Fines & Debt Collection, Homeless Rights

#### 6. Old Strathcona Youth Society (OSYS)

Time of outreach	Wednesdays 3:00-4:00pm
Location description	OSYS is dedicated to being a non-judgmental, flexible, street-level resource concerned with protecting the safety, self-worth, and dignity of youth. OSYS is a centre for youth to access information and resources to meet their needs.
Average # of contacts*/visit	Stats are not kept & pamphlets are not laid out during this outreach: when asked, OSYS staff said they would prefer we interact in a more casual way with the youth. We sit with the youth and answer legal questions or provide pamphlets when asked.
Total # of contacts*	
Most popular topics	Landlord & Tenant, Unpaid Fines, Pardons/Record Suspensions
Comments	"Youth" includes people up to 24 years old.

#### 7. Bissell Centre

Time of outreach	Thursdays 12:30-1:30pm
Location description	The Robert Tegler Friendship Room (Adult Drop-in Centre) is a space for men and women to socialize, get their basic daily needs met, and get connected to information regarding food, employment and housing programs and services.
Average # of contacts*/visit	8
Total # of contacts*	106
Most popular pamphlets	Replacing ID, Landlord & Tenant, Unpaid Fines & Debt Collection, Bylaws & Tickets
Comments	SLS staff no longer have to check in on the Bissell volunteer log or wear nametags.

#### 8. Kindred House

Time of outreach	Thursdays 12:30-1:30pm
Location description	Kindred House is a safe house and resource centre for women and transgendered individuals who are involved in street prostitution.
Average # of contacts*/visit	Stats are not kept & pamphlets are not laid out during this outreach: when asked, Kindred staff said they would prefer we interact in a more casual way to



Total # of contacts*	ensure the apartment does not have an institutional atmosphere. We sit with the women and answer legal questions or provide referrals when asked.
Most popular topics	Assault, Landlord & Tenant
Comments	A second file was opened with our Criminal Law Project through Kindred House by one of our regular outreach volunteers.

## 9. Neighbour Centre

Time of outreach	Fridays 2:00-3:30pm
Location description	The Neighbour Centre is a drop-in centre assisting individuals facing poverty and homelessness.
Average # of contacts*/visit	3
Total # of contacts*	31
Most popular pamphlets	Landlord & Tenant, Unpaid Fines, Bylaws & Tickets
Comments	This outreach is only done during the summer.

### Overview:

Total number of outreach locations: 9

Total number of recorded contacts\*: 505

\*A "contact" is any conversation with a community member in which SLS staff provide legal information or a legal referral. We also encourage non-legal conversations at our outreaches in order to build trust and relationships with community members and organization staff.

## PRESENTATIONS

### 1. Lives in Transition (LiT)

A program for women, whose primary barrier to employment is a history of domestic abuse, to move toward an end goal of employment, further education, or training.

Date	Topic	Number of Participants
July 24	Child & Spousal Support, Custody & Access	11

**Comments:** We have partnered with ECLC and our family law presentations at LiT are equivalent to attending an ECLC presentation: they qualify participants to sign up for an ECLC evening clinic.

### 2. Youth Empowerment & Support Society (YESS) Armoury Resource Centre (ARC)

ARC hosts a variety of programming and specialized services for youth in difficult situations, including basic medical care, counseling, and educational programs.

Date	Topic	Number of Participants
May 24	Youth Rights Jeopardy	6
June 14	Youth Rights Jeopardy	5
June 28	Youth Rights Jeopardy	5
July 12	Youth Rights Jeopardy	7
July 26	Youth Rights Jeopardy	3
August 9	Youth Rights Jeopardy	6

**Comments:** Interactive games or debates are the most successful with the youth. A lot of the youth also access OSYS, and sometimes ask follow-up questions at OSYS because they recognize us from an ARC presentation.

### 3. YOUCAN

The Verto Project brings 10 at-risk youth, between the ages of 16 and 22, together for a unique 12-week group-based pre-employability skills program, which includes four weeks of work experience.

Date	Topic	Number of Participants
July 18	Your Legal Rights Jeopardy	8

**Comments:** YOUCAN generally asks us to speak about rights with police, and the youth become agitated while telling stories of negative experiences. The SLS staff and YOUCAN staff then facilitate a discussion on stereotypes about both police and homeless youth.

**4. Memorial High School: Mock Trial**

Date	Topic	Number of Participants
May 29	Mock Trial Classroom Preparation (Two Classes)	22, 24
June 2	1 <sup>st</sup> Mock Trial: Aboriginal Treaty Rights 2 <sup>nd</sup> Mock Trial: Murder/Manslaughter	22 24

**Comments:** Memorial High School has Law as an elective course and their final project is a mock trial with SLS in the Law Centre moot court room. Most students are very engaged, and even bring costumes for their roles.

**Overview:**

Total number of organizations presented to: 4

Total number of presentations: 12

Total number of participants: 97

**MATERIALS**

Our materials include pamphlets (both hard-copy and online), our website and presentations. We also maintain the SLS Facebook page and twitter account.

**Updates:**

**Pamphlets:**

- Summer is the time of year when we prioritize updating our pamphlets to ensure they are current and reflect any changes to the law
- This summer we updated almost all of our pamphlets – we are now in the process of getting them all approved by our advising lawyers and can then begin distributing them at outreaches and update them on the website

**Presentations:**

- We updated our Child and Spousal Support presentation

**Online Presence:**

- Website updated with summer hours, information about our new location, and the Criminal Project’s new policy regarding TSA offences
- Facebook page updated with announcements and photographs from Homeless Connect and other summer events

**STUDENT LEGAL SERVICES OF EDMONTON**

**Financial Statements**

**Year Ended March 31, 2017**

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Student Legal Services of Edmonton

*Report on the Financial Statements*

We have audited the accompanying financial statements of Student Legal Services of Edmonton, which comprise the statement of financial position as at March 31, 2017 and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

*Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

*Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

*Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of Student Legal Services of Edmonton as at March 31, 2017 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

STUDENT LEGAL SERVICES OF EDMONTON

(Incorporated under the Societies Act of Alberta)

Statement of Financial Position

March 31, 2017

	2017	2016
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 159,975	\$ 130,644
Accounts receivable	-	325
Goods and services tax recoverable	1,546	3,197
Prepaid expenses	2,511	2,476
	<u>164,032</u>	<u>136,642</u>
RESTRICTED FUNDS - CASINO (Note 4)	<u>51,686</u>	<u>86,689</u>
	<u>\$ 215,718</u>	<u>\$ 223,331</u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 11,024	\$ 10,120
Accrued funding repayment	4,991	1,585
	<u>16,015</u>	<u>11,705</u>
DEFERRED CONTRIBUTIONS - CASINO (Note 5)	<u>51,686</u>	<u>86,689</u>
	<u>67,701</u>	<u>98,394</u>
<b>NET ASSETS</b>		
Unrestricted	<u>148,017</u>	<u>124,937</u>
	<u>\$ 215,718</u>	<u>\$ 223,331</u>
LEASE COMMITMENT (Note 6)		

APPROVED BY THE BOARD

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

**STUDENT LEGAL SERVICES OF EDMONTON**

**Statement of Operations**

**Year Ended March 31, 2017**

	2017	2016
<b>REVENUE</b>		
Unrestricted		
Alberta Law Foundation - operating grant	\$ 396,281	\$ 400,465
Students Union levy	40,687	40,178
Donations	2,000	3,705
Interest	1,048	733
Publications and seminars	375	900
	<u>440,391</u>	445,981
Restricted		
Casino	35,003	38,654
Federal Government - Canada Summer Jobs	39,371	24,990
Provincial Government - STEP	18,924	-
Miscellaneous	1,793	126
	<u>95,091</u>	63,770
	<u>535,482</u>	509,751
<b>EXPENSES</b>		
Salaries and related costs		
Employee benefits	27,161	27,333
Secretarial and administrative	54,363	56,295
Summer staff	297,000	297,000
Project and administrative costs		
Advertising	1,274	1,209
Direct case disbursements	660	443
Insurance	3,349	3,031
Legal advisors - retainers	36,243	36,243
Professional fees	6,663	6,663
Publications - library and legal education	609	408
Rent and utilities - project offices	31,170	31,070
Staff	5,167	6,783
Stationery, postage and office supplies	26,267	28,055
Telephone	14,085	13,966
Travel and parking	8,391	9,059
	<u>512,402</u>	517,558
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	<u>\$ 23,080</u>	<u>\$ (7,807)</u>

STUDENT LEGAL SERVICES OF EDMONTON

Statement of Changes in Net Assets

Year Ended March 31, 2017

	2017	2016
NET ASSETS - BEGINNING OF YEAR	\$ 124,937	\$ 132,744
Excess (deficiency) of revenue over expenses	23,080	(7,807)
NET ASSETS - END OF YEAR	\$ 148,017	\$ 124,937

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**STUDENT LEGAL SERVICES OF EDMONTON**

**Statement of Cash Flows**

**Year Ended March 31, 2017**

	2017	2016
<b>OPERATING ACTIVITIES</b>		
Cash receipts		
Alberta Law Foundation - operations	\$ 399,687	\$ 396,978
Students Union levy	40,687	40,178
Donations	2,000	3,705
Interest	1,048	733
Publications and seminars	375	900
Casino	-	81,624
Federal Government grants	39,371	24,990
Provincial Government grants	18,924	-
Miscellaneous	1,793	126
Cash disbursements		
Salaries and related costs	(378,524)	(380,628)
Project and administrative costs	(131,033)	(135,944)
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>(5,672)</b>	<b>32,662</b>
Cash - beginning of year	217,333	184,671
<b>CASH - END OF YEAR</b>	<b>\$ 211,661</b>	<b>\$ 217,333</b>
<b>CASH CONSISTS OF:</b>		
Cash	\$ 159,975	\$ 130,644
Cash - casino	51,686	86,689
	<b>\$ 211,661</b>	<b>\$ 217,333</b>

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# STUDENT LEGAL SERVICES OF EDMONTON

## Notes to Financial Statements

Year Ended March 31, 2017

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### 1. PURPOSE OF ORGANIZATION

Student Legal Services of Edmonton ("SLS") is a non-profit charitable organization of law students which provides free legal assistance as agents in Criminal and Civil Court to people who do not qualify for Legal Aid and are not able to afford a lawyer. SLS also performs legal research and education in areas of general community interest and concern and background work and suggestions for legal reform.

To meet its objectives, SLS operates a number of specific projects such as Corona Criminal Project, Legal Education Project, Family Law Project, Legal Reform Project and Civil Law Project. Leadership for these projects is provided by employing approximately 27 law students between May and August of each year. In addition to these leaders and full-time clerical staff and legal advisors, there are approximately 300 volunteers involved during the year.

SLS is incorporated under the Societies Act of Alberta as a non-profit organization without share capital, and is a registered charity within the meaning of the Income Tax Act (Canada) and is exempt from income taxes.

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### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Basis of accounting

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

#### Financial instruments

##### Measurement

The entity initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions. The entity subsequently measures all its financial assets and financial liabilities at amortized cost. Financial assets measured at amortized cost include cash and restricted funds - casino. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, and accrued funding repayment.

##### Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in excess of revenue over expenses. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in excess of revenue over expenses.

##### Transaction costs

The entity recognizes its transaction costs in excess of revenue over expenses in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

(continues)

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# STUDENT LEGAL SERVICES OF EDMONTON

## Notes to Financial Statements

Year Ended March 31, 2017

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### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

#### Revenue recognition

Student Legal Services of Edmonton follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

#### Capital assets

Capital assets are recorded at cost less accumulated amortization. It is the organization's policy to only capitalize assets that are material.

#### Donations of materials

Materials donated to SLS are recorded at fair market value. No materials were donated during the year.

#### Donations of capital assets

Capital assets donated to SLS are recorded at fair market value. No capital assets were donated during the year.

#### Donations of services

The work of SLS is dependent on the voluntary service of many individuals. Since these services are not normally purchased by the Society and because of the difficulty of determining their fair market value, donated services are not recognized in these financial statements.

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### 3. FINANCIAL INSTRUMENTS

It is management's opinion that SLS is not exposed to any significant credit, liquidity, market, currency, interest or other price risks from any financial instruments.

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### 4. RESTRICTED FUNDS - CASINO

Casino funds may only be utilized for specific purposes as approved by the Alberta Attorney General, Gaming Control Branch. Approved expenditures include pamphlet reproduction costs as well as operating costs of SLS such as rent, utilities, equipment maintenance, insurance, capital expenditures and summer staff wages.

	<u>2017</u>	<u>2016</u>
<b>Casino funds are comprised of:</b>		
Cash	\$ 46,437	\$ 81,616
Credit Union membership shares	5,249	5,073
	<u>\$ 51,686</u>	<u>\$ 86,689</u>

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STUDENT LEGAL SERVICES OF EDMONTON

Notes to Financial Statements

Year Ended March 31, 2017

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5. DEFERRED CONTRIBUTIONS - CASINO

	2017	2016
Balance at beginning of year	\$ 86,689	\$ 43,719
Receipts		
Proceeds from casino	-	81,384
Interest on casino funds	-	404
	<u>86,689</u>	<u>78,816</u>
Disbursements		
Bank charges	-	(18)
Summer staff wages	<u>(35,003)</u>	<u>(38,800)</u>
	<u>(35,003)</u>	<u>(38,818)</u>
Balance at end of the year	<u>\$ 51,686</u>	<u>\$ 86,689</u>

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6. LEASE COMMITMENT

SLS is committed to a lease for office space under a contract that expires February 28, 2021. Lease payments under the contract are as follows:

2018	\$ 33,207
2019	34,542
2020	35,916
2021	34,133

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7. ECONOMIC DEPENDENCE

SLS derives substantially all of its revenue from grants from the Alberta Law Foundation and the Federal and Provincial governments. SLS's ability to continue viable operations is dependent upon receiving this grant revenue.

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ACCA BY 625		2017/2018 Budget
<b>Income</b>		
<b>4000 · REVENUE</b>		
	4020 · ALF Grant (Core)	389,297.46
	4030 · SU Grant	40,000.00
	4100 · CSJ Grant	35,442.60
	4120 · STEP Grant	17,721.30
	4140 · CASINO Revenue	44,303.25
	<b>Total 4000 · REVENUE</b>	<b>526,764.61</b>
	<b>Total Income</b>	<b>526,764.61</b>
<b>Expense</b>		
<b>5000 · EXPENSES</b>		
	5001 · Office Supplies & Stationary	12,500.00
	5002 · Advertising	2,000.00
	5004 · Office Insurance	1,711.00
	5005 · Mileage, Parking & Travel	10,000.00
	5008 · Professional Fees	6,663.00
	5011 · Ceridian (Payroll) Expenses	1,560.00
	<b>5020 · Staff &amp; Board</b>	
	5021 · Board of Directors	1,520.00
	5022 · Staff Meeting & Other	1,400.00
	5025 · Directors Insurance	1,638.00
	5024 · Seminars & Staff Development	2,566.00
	<b>Total 5020 · Staff &amp; Board</b>	<b>7,124.00</b>
	5031 · Wine & Cheese Event	1,400.00
	5033 · Volunteer Apprec. & mugs, pens etc	800.00
	5040 · Case Disbursements	700.00
	<b>5050 · ADVISOR RETAINERS</b>	
	5051 · Legal Aid Retainer	17,937.50
	5052 · Lawyer - Retainer	23,122.56
	<b>Total 5050 · ADVISOR RETAINERS</b>	<b>41,060.06</b>
	<b>5100 · COMPUTER EXPENSES</b>	
	5102 · Computer Software	
	5105 · Computer Hardware/IT Support	1,500.00
	<b>Total 5100 · Computer Expenses</b>	<b>1,500.00</b>
	<b>5200 · PHOTOCOPIER</b>	

	<b>5201 · Photocopier (LEASE)</b>	2,642.40
	<b>5202 · Photocopier (Copy charges)</b>	1,000.00
	<b>5203 · Photocopier (Toner, Paper)</b>	1,500.00
	<b>Total 5200 · PHOTOCOPIER</b>	<b>5,142.40</b>
	<b>5400 · POSTAGE &amp; COURIER</b>	
	<b>5401 · Postage Meter Lease</b>	606.64
	<b>5402 · Postage</b>	3,500.00
	<b>Total 5400 · POSTAGE &amp; COURIER</b>	<b>4,106.64</b>
	<b>5500 · RENT &amp; MAINTENANCE</b>	
	<b>5501 · Rent - Downtown</b>	32,416.66
	<b>5502 · Office Maintenance</b>	1,750.00
	<b>5503 · Emily Murphy House Maintenance</b>	400.00
	<b>Total 5500 · RENT &amp; MAINTENANCE</b>	<b>34,566.66</b>
	<b>5600 · TELEPHONE &amp; INTERNET</b>	
	<b>5601 · Telephone (Downtown)</b>	7,844.12
	<b>5602 · Long Distance (DOWNTOWN)</b>	
	<b>5603 · Telephone (U of A)</b>	5,697.00
	<b>5604 · Long Distance (U of A)</b>	
	<b>5605 · Internet</b>	675.84
	<b>Total 5600 · TELEPHONE &amp; INTERNET</b>	<b>14,216.96</b>
	<b>5700 · SALARY - PERMANENT</b>	
	<b>5701 · Salary - Administrator</b>	
	<b>5701-1 · EI - Admin</b>	1,077.94
	<b>5701-2 · CPP - Admin</b>	1,861.90
	<b>5701-3 · WCB - Admin</b>	141.66
	<b>5701-4 · Blue Cross - Admin</b>	900.00
	<b>5701 · Salary - Administrator</b>	39,197.85
	<b>Total 5701 · Salary - Administrator</b>	<b>43,179.35</b>
	<b>5702 · Salary - Bookkeeper</b>	
	<b>5702-1 · EI - BK</b>	386.10
	<b>5702-2 · CPP - BK</b>	666.90
	<b>5702-3 · WCB - BK</b>	50.74
	<b>5702-4 · Blue Cross - BK</b>	1,350.00
	<b>5702 · Salary - Bookkeeper</b>	14,040.00
	<b>Total 5702 · Salary - Bookkeeper</b>	<b>16,493.74</b>
	<b>5703 · Salary - Part Time</b>	

	<b>5703 · Salary - Part Time - Other</b>	<b>2,500.00</b>
	<b>Total 5703 · Salary - Part Time</b>	<b>2,500.00</b>
	<b>Total 5700 · SALARY - PERMANENT</b>	<b>62,173.09</b>
	<b>5800 · SALARY - SUMMER STUDENTS</b>	
	<b>5801 · Salaries (SUMMER)</b>	<b>297,000.00</b>
	<b>5802 · EI EXPENSE (SUMMER)</b>	<b>7,967.04</b>
	<b>5803 · CPP (SUMMER)</b>	<b>13,362.96</b>
	<b>5804 · WCB Expense (SUMMER)</b>	<b>653.40</b>
	<b>Total 5800 · SALARY - SUMMER STUDENTS</b>	<b>318,983.40</b>
	<b>Total 5000 · EXPENSES</b>	<b>526,207.21</b>
	<b>Net Income</b>	<b>557.40</b>